

Boylan Catholic High School Student Handbook 2011-2012

Boylan Catholic High School
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The Administration reserves the right to waive and/or deviate from any and all policies at its discretion.

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The information in this handbook is designed to help students become good school citizens and responsible young adults. Please become acquainted with this information as quickly as possible.

PHILOSOPHY

The school's philosophy and goals provide the educational focus and emphasis for students and faculty.

Boylan Central Catholic High School is a Christ-centered faith community which exists as a response to the mandate of Jesus: "Go and teach all nations. " Our purpose is to stimulate and guide students in their spiritual, intellectual, moral, emotional, social and physical development through the acquisition and use of knowledge.

In accord with the truths of the Catholic tradition, we base our teaching mission on the existence of God the Father, Son and Holy Spirit as proclaimed by the Roman Catholic Church.

Boylan also affirms the inherent dignity of every person; the God-given rights and consequent duties of citizens in society; the sacred right of the child of God to a Christian education; and the primacy of the parents in the education of their children.

GOALS

- To develop a faith response to God within the context of a Christ-centered educational community.
- To encourage the discovery and development of individual potential to deepen self-knowledge and self-esteem.
- To encourage and stimulate academic success in all areas of study.
- To foster an awareness of the individual's responsibility to self and to the community in order to deepen a commitment to peace and justice.
- To cultivate a caring educational environment conducive to Christian growth.
- To offer programs which integrate school, civic and Church communities.

MISSION STATEMENT

Boylan Catholic High School is a Christ-centered community dedicated to the education of the whole person and committed to truth, service and academic excellence.

BOYLAN SPIRITUALITY

Boylan Catholic High School provides for the spiritual development of each student. The program requires formal course work, attendance at all-school Masses and participation in annual grade-level retreats. Optional opportunities for spiritual growth are also provided on an individual and group basis.

COURSES

Grade 9	Introduction to Scripture - Both old and new Testaments
Grade 10	The Church and Catholic Identity - Historical development and contemporary experiences
Grade 11	Christian Morality - Catholic moral theory and principles
Grade 12	Christian Lifestyles (1 semester) - Required Electives: (1 semester) <ul style="list-style-type: none">• Catholic Social Justice• Comparative Religion• Apologetics

RETREATS

Grade 9	Joining in Christ's mission at Boylan (1/2 day)
Grade 10	The Challenge to Embrace the Christian Moral Life (After school) or 2-day retreat off campus "To the Heights"(boys); "Written On My Heart"(girls)
Grade 11	We Are God's Gracious Gifts (Girls) (After school) Christian Discipleship (Boys) (After school)
Grade 12	Relationships (1 Day off campus) or Kairos - God's Time (3 Days off campus)

SPIRITUAL GROWTH OPPORTUNITIES

Liturgy:	All School Masses, Penance services, retreats, special Masses, First Friday adoration, class level Masses
Ministries:	Extraordinary ministers, servers, lectors, ushers/greeters, classes plan and prepare liturgies, music (cantors, band, chorus)
Service:	Natural Helpers, Senior Retreat Team, student tutors, student fundraising for student tuition assistance, Pro-life Week, Anti-pornography Week, Christmas Baskets, Haitian Project, CCD teachers, nursing homes, hospital volunteers, Key Club, Green Club, Students Assisting Relief Organizations (SARO), etc.

SCHOOL HISTORY

Named in honor of the Most Reverend John J. Boylan, the third Bishop of Rockford, Boylan Catholic High School opened its doors on September 7, 1960. The school was built in response to the leadership of Bishop Loras T. Lane who saw the need to serve the Catholic community with a co-educational high school. Boylan continues a long tradition of Catholic education, which was begun in 1910 by St. Thomas High School. This school, at first co-educational, became a school for boys in 1929 when Bishop Muldoon High School for girls opened. St. Thomas closed in 1962; Muldoon graduated its last class in 1970.

Throughout the years, Boylan has been staffed by the School Sisters of St. Francis, Adrian Dominican and Sinsinawa Dominican Orders of Sisters, Diocesan priests and lay teachers who today comprise the majority of the staff.

In 1987, Boylan received its first Exemplary Secondary School Award from the United States Department of Education. In 1989, Boylan became the first northern Illinois school to include Computer Aided Drafting and Design (CADD) in its Industrial Arts curriculum. The United States Department of Education again conferred Exemplary School status on Boylan in 1991 and 1998. Its third Exemplary School Award placed Boylan among ten secondary schools in the nation to have received the Award three times.

For years, Boylan students have served others through the Christmas food basket drive and as ministers to hospitals, nursing homes, social agencies and in their parishes. Students also assist in providing educational opportunities for their peers by participating in the annual "Speed" McCoy Scholarship fund-raiser. Year after year, students exhibit their gifts through the Fine Arts Fair, Fall, Christmas and Spring Concerts and athletic contests. The Boylan Players continue the tradition of fine theater, born in the school's earliest years and evidenced recently by six Tony nominations among three alumni. Unique customs, such as the Father-Daughter and Mother-Son Dances and Homecoming cut across time.

Today, Boylan's traditions and excellence continue under the leadership of the school's seventh principal, Fr. Paul Lipinski. He, along with the faculty, staff and students, welcome all those who desire a quality Catholic secondary education.

ADMINISTRATIVE STAFF

Principal

Father Paul Lipinski

Assistant Principal - Student Activities

Mr. Jerry Kerrigan

Assistant Principal - Academic Affairs

Mr. Dennis Hiemenz

Dean of Students

Mr. Christopher J Lindstedt

Assistant Principal- Director of Religious Education/Spiritual Director

Father Matthew McMorrow

Assistant Principal - Personnel

Mrs. Mary Gavan

Athletic Director

Mr. Paul Heitkamp

Director of Advancement

Mrs. Lynn McConville

Associate Advancement Director

Technology Coordinator

Mr. Brad Frisch

DAILY CLASS SCHEDULE

PERIOD	TIME
Homeroom	8:00 to 8:06
1	8:12 to 8:57
2	9:03 to 9:48
3	9:54 to 10:39
4	10:45 to 11:57
5	12:03 to 1:18
6	1:24 to 2:14
7	2:20 to 3:05
Detention	3:15 to 3:45

LUNCH SCHEDULE

4th Hour (Seniors and Juniors)

Lunch "A"	10:45 to 11:06
Lunch "B"	11:11 to 11:31
Lunch "C"	11:36 to 11:57

5th Hour (Sophomores and Freshmen)

Lunch "D"	12:03 to 12:25
Lunch "E"	12:30 to 12:51
Lunch "F"	12:56 to 1:18

SPECIAL SCHEDULES

Daily Schedules will be adjusted as needed.

FACULTY MEETING SCHEDULE

Periods 1, 2, 3, 4, 5	Same
Periods 6	1:24 to 1:54
Period 7	2:00 to 2:27

LITURGICAL SERVICES

Mass is celebrated in the Chapel at 7:15 am daily. The sacrament of Reconciliation is available during "C" and "F" lunches on Thursdays.

ACADEMIC POLICIES

DEPARTMENT CHAIRS

ACADEMIC SUPPORT CENTER

ART Mrs. Jennifer Johansson

BUSINESS / INDUSTRIAL TECHNOLOGY Mrs. Katie Schmid

ENGLISH Mrs. Carol Davies

FAMILY/CONSUMER SCIENCE Mrs. Becky Sayles

GUIDANCE Mr. Dan Appino

LIBRARY Mrs. Denise Ethun

MATHEMATICS Mr. Gerald Davies

MUSIC Miss Melissa Mecedon

PHYSICAL EDUCATION Miss Jule Popanz

RELIGIOUS EDUCATION Father Matthew McMorrow

SCIENCE Mrs. JoAnne Meyer

SOCIAL SCIENCE Mrs. Louise Basile

WORLD LANGUAGE Mrs. Pat Mucha

ACADEMIC HONESTY

Students are expected to demonstrate honesty and integrity while in attendance at Boylan High School. Each student is expected to do his or her own work. This includes test taking, homework, class assignments and the original creation of essays, compositions, term papers and scientific research. All work submitted by students should be a true reflection of their effort and ability. The following are considered cheating:

- claiming credit for work not the product of one's own honest effort.
- providing access to materials or information so that credit may be dishonestly claimed by others.
- sharing work with another student or assisting him/her to obtain another's work unless permitted by the teacher.
- accessing electronic devices, such as cell phones, during a test.

Any behavior, which can be defined as cheating, represents a violation of mutual trust and respect essential to education at Boylan High School. Students who cheat should expect to be confronted by their teacher and be subject to the following penalties:

- zero on the assignment or test.
- notification of parents.
- establishment of a cheating record in the student's file until graduation.

If a student is found to have cheated a second time, the student will be referred to the Assistant Principal - Academics. Consequences could include:

- drop from the class.
- loss of credit and an "F" appearing on the transcript.
- no replacement course being allowed.

For specific examples and applications, please visit the Boylan web site: www.boyland.org

ACADEMIC PROBATION

Students are placed on Academic Probation if they do not satisfactorily progress toward meeting the minimum requirements for graduation.

Students should attain an average of six credits each year to earn a combination of required and elective credits totaling 23.75 credits, which is the minimum graduation requirement. Specific course requirements are listed in the Curriculum Guide and under Graduation Requirements.

Students who do not pass courses required for graduation must make up the failed credits through approved summer school or approved correspondence courses. Deficiencies must be completed by the start of the following year. The school reserves the right to limit the number of credits which will be accepted from summer school or correspondence courses.

Student progress will be assessed at the end of each school year and if, in the school's judgment, the student is not making satisfactory progress toward graduation, the student will not be accepted for enrollment for the following school year.

AWARDS CEREMONIES

Students are honored for their academic achievements of the previous year at an all school assembly held each fall.

Seniors are honored for the academic achievements of their final two semesters at a special awards assembly in the spring. Special distinctions at this assembly include:

Northern Illinois Conference Scholar Athlete Award

This award is given to student athletes who have received a varsity letter in at least two sports within the same year and have maintained a 3.3 average.

Gold Honor Cords

Cords are worn by students who have earned a 3.5 academic average through the first semester of their senior year.

Gold Stoles

Stoles are worn by members of the National Honor Society.

President's Education Awards

This award recognizes students who have maintained a 3.5 grade point average and scored in the 85th percentile in math or reading on college admissions exams such as the ACT or SAT.

Athletic achievements are recognized at special events held by the individual sports at the end of their season.

COURSE ENROLLMENT EXPECTATIONS

Colleges/Universities are increasing their admission requirements, and leaders of business and industry are concerned about the academic preparation of those entering the work force. Freshmen and sophomores are required to be enrolled in a class for each period of the regular school day. They are not permitted five-day study halls. Juniors and seniors are required to be enrolled in classes for six of the seven periods and may have one five-day study hall each semester. Exceptions to this policy would be considered on an individual basis. Students who have experienced a long-term absence due to injury or illness must have verification in writing from a medical professional. Other exceptions may be granted to students who have a need documented in writing by an education or medical professional.

Seniors who choose a less demanding senior year can expect this reduced commitment to be reflected in the eighth semester transcript as well as letters of recommendation. Institutions of higher learning report a direct correlation between academic success at the university and the maintenance of a rigorous course of study during the senior year of high school.

COURSE FAILURES

If a student fails a course at Boylan, it must be made-up outside of Boylan if:

1. It is a course required for graduation (such as Religion, English, etc.).
2. If the failure drops the student's total credits below an accumulated level of six credits per year.

Courses taken at other high schools, adult education or accredited correspondence schools are acceptable for credit at Boylan. However, these courses will receive credit only if permission is secured in advance from the Assistant Principal – Academics. Boylan High School reserves the right to restrict the number of make-up credits allowed to obtain a Boylan diploma.

Any **senior failing required courses during the first semester** must complete the make-up by the beginning of the fourth quarter or the student will not be eligible for graduation nor for participation in any ceremony.

Any **senior who fails a course second semester** which is required for graduation will not receive a diploma until the requirement is made-up nor will the student be allowed to participate in any ceremony.

GRADING

At Boylan High School letter grades are given based on the percentage average achieved. The designations are:

A+	99 - 100	C+	83 - 84
A	95 - 98	C	79 - 82
A-	93 - 94	C-	77 - 78
B+	91 - 92	D+	75 - 76
B	87 - 90	D	72 - 74
B-	85 - 86	D-	70 - 71
		F	69 and Below

In addition to reporting the student's letter grade, teachers are given the opportunity to add comments about the student's performance in the class. The inclusion or omission of comments is at the discretion of the teacher.

QUARTER AND SEMESTER GRADES

Quarter grades will be based on 1/3 daily work, 1/3 test average, 1/3 quarter test.

- Percents will be averaged to determine the final quarter grade.
- Students will be required to achieve a 70% or better in two of the three criteria in order to pass the quarter.
- Students must have 69% or less in two of the three criteria to fail the quarter.
- Second and fourth quarter teachers may choose to drop the quarter test and count unit tests as 2/3, or replace the quarter test with a project.
- Quarter grades will be published as a letter grade.

Semester grades for each class are the final grades recorded on the student's permanent file.

Semester grades will be determined by averaging the percentage grade of the first or third quarter (1/3), second or fourth quarter (1/3) and semester test (1/3).

- Students will be required to achieve a 70% or better in two of the three criteria to receive a passing grade for the semester.
- Students must have 69% or less in two of the three categories to fail for the semester.
- The final semester grade will be published as a letter grade.
- Students who refuse to take a semester test will fail the course for the semester.

Parents and students should be aware of the following possibilities. These examples would hold true for both quarter and semester grade computation and at all percentage averages. **It is possible that one percentage grade could significantly affect the final grade percentage both positively or negatively as the following examples illustrate.**

94% (A), 94% (A), 88% (B) = 92% (B)
 92% (B), 92% (B), 96% (A) = 93% (A)

Similar computation results could result at all levels.

GRADE POINT AVERAGE (G.P.A.)

Each grading period an **unweighted** Grade Point Average (GPA) is calculated. Using the **Academic** point value for each grade (below) add the points earned for each course which has a .5 credit value. For courses with a .25 credit value, use one-half the point value. Add up the point values for all the courses listed. This total is divided by the total credits of the courses in which the student is enrolled. Divide by 2 to calculate the quarter or semester GPA.

Weighted GPA is calculated and reported on the student's permanent record at the end of each semester. To compute the weighted GPA, follow the procedure outlined above but use the weighted values below. Academic courses do not receive weighted grades.

Grading Scale				
Grade	%	Academic	Weighted Honors	Weighted AP
A+	99-100	4.33	5.33	6.33
A	95-98	4.00	5.00	6.00
A-	93-94	3.67	4.67	5.67
B+	91-92	3.33	4.33	5.33
B	87-90	3.00	4.00	5.00
B-	85-86	2.67	3.67	4.67
C+	83-84	2.33	3.33	4.33
C	79-82	2.00	3.00	4.00
C-	77-78	1.67	2.67	3.67
D+	75-76	1.33	1.33	1.33
D	72-74	1.00	1.00	1.00
D-	70-71	1.00	1.00	1.00
F	69 OR BELOW	0.00	0.00	0.00

GRADUATION REQUIREMENTS

In order for a senior to participate in the Senior Honor Assembly, Baccalaureate and Graduation exercises, the following criteria must be met:

1. All academic requirements must be successfully completed.
2. The student must be in good standing according to the Boylan Discipline Code.
3. All financial obligations must be fulfilled.
4. Student must have fulfilled the retreat requirements.
5. All Christian Service requirements must be fulfilled.

COURSE REQUIREMENTS

To graduate from Boylan a student must successfully complete a minimum of 23.75 credits in the following areas:

Religious Studies *	Eight Semesters	3 credits
English *	Eight Semesters	4 credits
Mathematics	Six Semesters	3 credits
Social Science *	Six Semesters	3 credits
Science *	Four Semesters	2 credits
Physical Education	Seven Semesters	1-3/4 credits
Health	One Semester	1/2 credit
Consumer Education	One Semester	1/2 credit
Fine or Applied Arts	Two Semesters	1 credit
Elective Courses		5 credits

Students must pass the Illinois and U. S. Constitution Tests.

The Fine Arts requirement may be met by passing a course in the Art, Music, Family and Consumer Education or World Language departments or by passing an Industrial Technology class.

* Consult the Curriculum Guide for specific course requirements.

CHRISTIAN SERVICE REQUIREMENTS

- Freshmen and Sophomores – 20 hours of service each year
- Juniors and Seniors – 40 hours of service each year

HONOR ROLL

The Honor Roll will be determined on the first and second semester unweighted grade point averages. An incomplete grade or 40 or more demerits denies a student honor roll recognition.

Grade Point Average	Honors
4.0	Highest
3.5 - 3.99	First
3.0 - 3.49	Second

INDEPENDENT STUDY PROGRAM

A student interested in pursuing an area not offered in the curriculum must register the topic with the Assistant Principal – Academics during the fall quarter. If the topic requested is approved, an outline of steps to follow will be presented to the student and work will begin as directed.

ILLINOIS VIRTUAL HIGH SCHOOL (IVHS) COURSES

Students may enroll in IVHS courses with the permission of the Assistant Principal – Academics or the Special Needs Counselor. A variety of courses are available. A student would receive a grade and credit but it is not computed in class rank or G.P.A. Guidelines are:

- Course may not replace a course offered at Boylan
- Course must be an elective
- Course may be taken to replace a failed course
- Cost is to be paid by student/parent.

PUBLICATION OF HONORS AND AWARDS

Traditional publication of awards and honors such as honor roll will continue unless a parent requests, in writing at the time of registration, that such information not be shared.

PROGRESS REPORTS

A student's grades and academic progress may be tracked on Skyward through the Family Access feature. Grades are continuously updated to report an accurate day by day grade. At any time Family Access provides the ability for the student and family to be aware of any possible failure. No other notice of a possible failure will be issued to students or parents.

RANK IN CLASS

The semester weighted G.P.A. determines the student's rank in class. Rank in class represents the student's academic position in class, from highest to lowest.

REPORT CARDS

Grades are available through Family Access.

SCHEDULE CHANGES

The following will govern any schedule changes once a student has registered for a course:

Scheduling errors: Errors made by the school or the programmer (such as erroneously scheduling a student for the same course a second time) will be corrected at no cost.

PARENT OR STUDENT REQUEST FOR CHANGE OF SCHEDULE

Once a student registers for courses, he/she is to carry out that program. Determination of a schedule change is made by the Assistant Principal in charge of Academic Affairs.

1. The deadline for students or parents to request schedule changes will be printed on the student's schedule. Students receive a schedule for each semester. Requests will be granted if:
 - The change does not overload the requested course or section of the course that fits in the student's schedule.
 - Does not drop the student below the number of credits required.
 - Only one five (5) day study hall is scheduled.
 - The change is consistent with the appropriate challenge level.
 - A schedule change fee and materials' fee for the new class(es) are paid.
2. If a course is dropped before the start of school but after materials have been ordered, no refund will be made for the cost of the class materials.
3. Requests to drop A.P. courses for the following school year will not be honored after May 15 of the current school year.
4. Seniors are to complete year long courses.

5. No course will be dropped after the date on the schedule and before the end of the current semester for the following reasons:

- Dislike of the teacher or course.
- Desire for a different lunch period.
- Credit for course not needed, or college doesn't require course.
- Course is lowering G.P.A..
- Earning a failing grade in the course.

Other requests will be considered on an individual basis.

STUDENT RECORDS

INSPECTION AND REVIEW OF STUDENT RECORDS

Boylan High School shall comply, within a reasonable period of time, with a request from a parent or an eligible student to inspect and review his/her educational records.

1. Boylan reserves the right to have an Administrator or Counselor present when a parent or eligible student inspects and/or reviews his/her records.
2. A parent or a person specifically designated by a parent shall have the right to inspect the student's permanent and temporary records.
3. Seek amendment of the student's educational records that the parent or eligible student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights.
4. Consent to disclosure of personally identifiable information contained in the student's educational records, except to the extent that the Act and §99.31 authorize disclosure without consent.
5. File with the U.S. Department of Education a complaint under § 99.63 and 99.64 concerning alleged failures by the educational agency or institution to comply with the requirements of this act.
6. Requests for inspection and/or amendment of a student's records may be submitted to the school administration and/or student's counselor.

Regulations concerning student records are based on and in compliance with the Illinois School Student Record Act. Any questions pertaining to this act or the following information should be directed to the Administration.

PERMANENT RECORDS

The student permanent record shall contain the following: basic identifying information including student's and parents' names and addresses, birth date and place and gender. Academic transcript includes grades, class rank, graduation date, grade level achieved and scores on college entrance examinations, attendance record, accident reports and health record. These records are maintained for not less than 60 years.

Make-up credits, enrichment courses or courses which have been approved to substitute for a Boylan course become a part of the student's permanent record but do not affect the student's G.P.A. Failed courses that are made-up remain on the student's permanent record.

Except for Dual Credits, college courses taken while the student attends Boylan become part of the student's permanent record at the college or university. Students who wish college credits to be included in their application to another college should secure a transcript from the issuing college.

TEMPORARY RECORDS

The student temporary record shall consist of all information not required to be in the student permanent record that includes test scores, reports of evaluation and any other information of clear relevance to the education of the student. These records will be kept for no longer than five years after graduation or withdrawal.

TESTING POLICIES

Students are not permitted to take quarter or semester exams early. Unless special circumstances dictate otherwise, semester examinations that are missed must be made-up within one week or the student receives an "F" as a grade. "Special Circumstances" does not include "taking a vacation" or other planned activities. The school calendar is mailed home each spring for the following school year and is also available on the school web site. Any student who refuses to take a semester exam receives an "F" for the course.

DIOCESAN POLICY FOR SEMESTER EXAMINATIONS

It is the policy of the Diocese of Rockford that: "No student will be allowed to take first semester exams unless his or her tuition is current. Furthermore, no student will be allowed to take final exams unless his or her tuition and fees have been paid in full."

SENIOR SECOND SEMESTER TEST EXEMPTION

The policy is intended to encourage seniors to continue to focus on their academic studies through the entire second semester.

1. Second semester examination exemption applies only to seniors.
2. The exemption is available to all seniors.
3. The grade requirements for exemption are:
 - A. **Both** third and fourth quarter grades must be 85% or higher. The percentage average of the third and fourth quarter grades will determine the final semester grade.
 - B. Students with all other grade combinations are required to take the semester exam.
4. Students with 40 or more demerits at semester exam time are required to take semester exams.
5. The attendance requirement is no more than three absences in a course each quarter. School sponsored activity absences do not count against the student's total absences.

Parents and students should be aware the attendance software counts absence by periods. If a student is absent from any course more than three times, the student must take the semester exam for that course. Teachers of seniors are responsible for recording absences. In disputed cases, the Attendance Office will make the final determination of absences.

VALEDICTORIAN AND SALUTATORIAN

To encourage and recognize outstanding academic achievements, a valedictorian and a salutatorian will be selected for each graduating class.

The school's valedictorian(s) and salutatorian(s) may be permitted to speak as part of the school's planned graduation program at the discretion of the Principal or designee. All speeches must be reviewed and approved in advance by the principal or designee. *The Administration makes the final determination of who is named as valedictorian and/or salutatorian.* Titles and privileges granted to students designated as valedictorian or salutatorian may be denied and/or revoked for violation of school policy, administrative regulation or school rule.

1. The valedictorian and salutatorian must be students enrolled in the 12th grade and who graduate with their cohort class.

2. The student(s) must have attended Boylan for at least four consecutive semesters. Therefore, any student who transfers into the High School after the first semester (January) of the sophomore year will not be eligible to be valedictorian or salutatorian.
3. The valedictorian must have earned the highest grade point average of his/her graduating class based on the school's consistent use of a weighted scale. The valedictorian(s) must be a student(s) in good standing and be representative of the school's philosophy, goals and mission as determined by the administration. In the event a student or students do not meet these requirements, the student with the next highest G.P.A. will be considered.
4. The salutatorian must have earned the second highest grade point average in his/her graduating class. The grade point average is calculated to the third place beyond the decimal point. The salutatorian(s) must be a student(s) in good standing and be representative of the school's philosophy, goals and mission as determined by the administration. In the event a student or students do not meet these requirements, the student with the next highest G.P.A. will be considered.
5. Determination of valedictorian and salutatorian shall be based on the cumulative G.P.A. calculated at the end of the seventh semester. Correspondence or summer courses will not be used to compute G.P.A. All Boylan graduation requirement policies must be followed.
6. In case of a tie for valedictorian or salutatorian, co-valedictorians and/or co-salutatorians will be recognized. Valedictorian(s) will be ranked as one, salutatorian(s) will be ranked as a number equal to the number of co-valedictorian(s) plus one.
7. Foreign Exchange students will not be considered in computing class rank and therefore not eligible for valedictorian or salutatorian honors.

ADMISSION POLICIES

NONDISCRIMINATION POLICY FOR ADMISSION

It has always been the teaching of the Catholic Church that every Catholic child shall have an equal right to be educated in a Catholic school. It has been the expressed policy of the Ordinary of the Diocese of Rockford that every qualified child should be entitled to admission to Boylan Catholic High School without regard to race. Federal agencies have requested codification and promulgation of a racially nondiscriminatory admission policy. Therefore:

Boylan Catholic High School shall admit students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. Boylan Catholic High School will not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs, athletic and other school administered programs.

ADMISSIONS CRITERIA

The following policy applies to students admitted to Boylan Catholic High School:

1. Students will be admitted whose academic, attendance and behavior records are in good standing.
2. Students will be admitted to the extent of available room.
3. If applicants exceed the number of spaces available, the school accepts applicants according to the following:

Classifications:

Applicants are considered in one of two classifications:

1. Incoming Freshmen - Students entering high school for the first time.
2. Transfer Students - Students enrolled in a secondary school prior to making application to Boylan. Twelfth grade students will be considered on a case by case basis.

Priorities:

Incoming freshman students will be accepted in this order:

1. Incoming freshmen whose families are registered in one of the participating parishes as defined in the Boylan Constitution.
2. Incoming freshmen from non-participating parishes whose families have children currently enrolled in Boylan or children graduated from Boylan.
3. Incoming freshmen from non-participating parishes who graduate from grade schools of participating parishes.
4. Incoming freshmen from non-participating parishes who attend other schools.

Transfer students will be accepted in this order:

1. Students new to the Rockford area whose families are registered in one of the participating parishes.
2. Transfer students whose families are registered in one of the participating parishes.
3. Transfer students whose families are not members of participating parishes.

Readmission Policy:

Students who have transferred to other areas schools and apply for readmission will be considered on an individual basis.

BIRTH CERTIFICATE

The Missing Children Records Act, The Missing Children Registration Law and the State Board of Education rules require that public and non-public schools maintain certified copies of birth certificates for each student enrolled. Such documentation must be submitted within 30 days of enrolling the student.

NINTH GRADE/TRANSFER STUDENTS PHYSICAL EXAMINATIONS

In compliance with Illinois state law, a physical examination must be on record before entrance into ninth grade. Transfer students must also have a physical examination on record. These records must include an update of all immunizations.

FOREIGN EXCHANGE STUDENTS

Students from foreign countries who are interested in enrolling at Boylan will be considered on an individual basis according to the following guidelines:

1. The student has proficiency in speaking and reading English.
2. Sponsorship is through a recognized foreign exchange organization that is responsible for securing a "J1" visa for the student, arranging for a host family and otherwise accepting full responsibility for the student.
3. Boylan cannot accept students with any other type of visa.
4. The period of attendance will be for a maximum of one school year.
5. The student will not be granted a Boylan diploma.
6. The student's family will be responsible for all tuition and fees.
7. The student's readiness and requirements of the native country may limit Boylan's ability to meet the academic needs of the student.

HOME SCHOOLING POLICY

1. Incoming freshmen who have been home schooled for their elementary grades will be accepted on the basis of the Boylan placement examination and on meeting the other admissions criteria.
2. Students who have been home schooled for any portion of their high school education and wish to enroll at Boylan for grades 10 or 11 will be accepted under the following conditions:
 - A. The student meets all criteria for admission.
 - B. The student will be placed at the appropriate grade level as determined by the school.
 - C. The student will be eligible for honor roll and awards but will not be included in class rank and **WILL NOT BE ELIGIBLE TO RECEIVE A DIPLOMA FROM BOYLAN** nor participate in any commencement ceremonies.

An exception to letter "C" above would be a home-schooled student who has earned credits in a recognized/accredited home-school program.

3. Students who are currently being home schooled are not eligible to participate on Boylan's athletic teams.

ATTENDANCE POLICIES

School is in session for 176 days in the year, exclusive of all holidays. Students are expected to be in attendance every day of the school year because absence from class is always a detriment to the student, no matter what the reason.

On the day a student is absent, parents must call the school between 7:30 and 10:00 a.m. Parents must call every day the student is absent, even when the illness continues for more than one day. The phone number is 1-815-877-2513. It will be assumed that no call indicates an absence without parental knowledge or consent. The student will be considered truant.

If the student knows in advance an absence will occur, a note must be brought to the Dean of Students' Office the day before. This notification must be done even when the absence involves only part of the day. Absence for three periods is counted as a half-day of absence.

Upon returning to school, the student must bring a note to the Dean of Students' Office from a parent stating the reason and the dates of the absence. It will document absenteeism, should a question on attendance surface later.

Medical and dental appointments should always be scheduled outside school hours, except for emergencies. Appointments during school time are counted as absences.

EARLY DISMISSAL

If a student needs to be dismissed from school early, **the student must bring a note to the Dean of Students' Office from his/her parents the morning of the early dismissal day.** The note should state the reason for leaving and the date and time. If the student is to be dismissed during a class, an early dismissal form will be given to the student. In courtesy, the student should show the form to the teacher whose class he/she will be missing. Students with early dismissals must be picked up from the Dean's Office – the east entrance of the school.

EMERGENCY CLOSING

Planned vacations should take into account that the school year may be lengthened due to snow days or other unforeseen closings.

EXCESSIVE ABSENCE - GRADE REDUCTION - NO CREDIT

Parents of students who are absent more than five days in a quarter for a class that meets five days a week will be sent a letter warning them that if a student exceeds ten absences per semester teachers will be directed to reduce the student's semester grade one grade level.

Parents of students who are absent more than three days in a quarter for a class that meets fewer than five days a week will be sent a letter warning them that if a student exceeds six absences per semester teachers will be directed to reduce the student's semester grade one grade level.

Students who are absent 22 days in a semester for a class that meets everyday will be deemed to not have sufficiently met the requirements of the class and credit will not be given. Students who are absent for 11 class periods for a class that meets fewer than five days each week will be deemed to not have sufficiently met the requirements of the class and credit will not be given.

EXCUSED / UNEXCUSED ABSENCES

It is the responsibility of the parents to notify the attendance office each day the student is absent. The attendance office is open each day at 7:00 a.m. The telephone number is 815-877-2513. If the parents have not met their responsibility by 3:00 p.m. on the day the student is absent, the attendance office will consider the student unexcused for that time period. **The final determination of an excused absence is decided by the Dean of Students.** Students will not be allowed to makeup any class work for an unexcused absence and may be subject to the discipline code.

EXTENDED ABSENCE GUIDELINES

When a student is at home recovering from an illness, surgery or accident and is expected to miss more than one week, the parent is to notify the Academic Dean in the Main Office and the Dean of Students in room 118 who will determine the appropriate steps to be taken.

Upon the student's return to school, a letter from the attending physician must be on file. The letter needs to briefly summarize the reason for the absence. Additional information to help assure the student's well-being should also be included in the letter. Information about a student's medical history is confidential. The school's representative will determine if a conference is necessary.

FUNERALS

A student may be excused for a funeral for members of the immediate family. Other absences for funerals should be cleared in advance with the Attendance Office.

ILLNESS OR INJURY

Any student who becomes ill during the school day is to report to the Dean's Office. The Dean of Students will decide whether the student will remain in school and he will be responsible for calling the parents. **UNDER NO CONDITION MAY A STUDENT LEAVE THE BUILDING WITHOUT PERMISSION FROM THE DEAN OF STUDENTS. THE STUDENT MUST REMAIN IN THE DEAN'S OFFICE UNTIL THE PARENT ARRIVES.**

MISSED SCHOOL ASSIGNMENTS

Work missed during an excused absence must be made-up. It is the student's duty to contact his/her teachers for this work. Homework assignments may be requested via Family Access by e-mailing the student's teachers. Allotted time for make-up is as follows:

1 to 2 days absence: Work must be made-up within two days after return to school.

3 to 5 days absence: Work must be made-up through arrangements with each subject teacher. Work not made-up during the agreed schedule will result in a failure grade.

Over 5 days absence: Arrangements must be made with Assistant Principal – Academics.

PLANNED ABSENCE

While Boylan accepts parental right to keep a student from school for a sufficient reason, absence from school with family or others is discouraged. No matter how educational or cultural in nature these experiences are, they are not an adequate substitute for the student's attendance in class and attention to the specific tasks being accomplished in the subject areas under study.

If a planned absence will cause the student to be absent more than one day, a form must be obtained from the Dean of Students' Office. The form must be completed and returned prior to the expected absence. No make-up work will be accepted, nor will tests be administered, unless arrangements have been made with the Dean of Students' Office and with the student's teachers, one week before the expected absence. Please note: Teachers may be unable to provide work in advance. See also Excessive Absence-Grade Reduction and Missed School Assignments

RETREATS

Every student is required to attend a school-sponsored Retreat each year.

SCHOOL SPONSORED ACTIVITY ABSENCE

If the student is absent from school on a school-sponsored activity (an institute, retreat, workshop, athletic event), the Student Absence Record will show a "School Sponsored Activity Absence." The absence will not count against "Perfect Attendance" computation or Senior Test Exemption.

SPECIAL ATTENDANCE DAYS

Special attendance days will be announced in advance. These are days when absence cannot be allowed for any reason. If the student is unavoidably absent, he/she will be required to make-up the day on an alternate calendar day assigned by the Dean of Students. Examples of these days are: Retreat Day, Awards Assembly, etc.

TARDINESS

A student who is not in an assigned area (classroom, homeroom, study hall) when the bell rings is late. The student must report to the Dean of Students' Office for an admit. An admit must be obtained even if the tardiness is excused by a faculty member. Penalty for unexcused tardiness is two demerits and detention.

DISCIPLINARY PROCEDURES REGARDING TARDINESS

1. When a student is tardy to school or to any of his/her classes or study hall, the student will be required to attend a 30 minute supervised study hall after school on the following class day.
2. If a student is late more than once in a given day, he/she will serve additional consecutive detentions on subsequent nights.
3. Students must report to detention within ten minutes of the dismissal bell. Failure to serve a detention will necessitate two periods of detention being served. Students who fail to comply will be liable for suspension.

Please remember, a telephone call or a note from a parent does not excuse the student from the aforementioned regulations. Oversleeping, faulty alarm clocks, car problems, etc. may cause one to be tardy, but they are usually avoidable. Demerits and detentions will be registered accordingly. Emergencies and bad weather will dictate extenuating conditions under which demerits might not be assigned. The Dean of Students will make judgments in such cases.

TRUANCY

The student will be considered truant for nonattendance, except for the following:

1. Sickness.
2. Attendance at a funeral of an immediate family member.
3. Special situations or circumstances. In these cases, clearance has to be made with the Dean of Students prior to the absence.

If a student is truant:

1. The student's record will show truancy.
2. The student will receive five demerits for each period missed or 30 demerits each day missed.
3. The student will receive a failing grade for that day's class work.
4. The student will be required to attend a supervised study hall after school for each class period missed. This detention is to be served on the day of truancy or as determined by the Dean of Students.

BEHAVIOR POLICIES

THE DEMERIT SYSTEM

Boylan High School uses the following demerit system to measure each student's attitude. Administration reserves the right to dismiss any student for serious cause.

1. Each student will begin the school year with no demerits. The only exception is "2" below.
2. Demerits earned during the months of May or June will be carried over to next semester in which the student is enrolled at Boylan.
3. The student's demerits will be available on Family Access.

When the student reaches 20, 30, 40 or 60 demerits, the following will result:

- 20 Demerits: The student will be called in for a conference with the Dean of Students. Parents will be notified by letter.
- 30 Demerits: The student and his/her parents must meet with the Dean of Students for a conference. A conference will also be scheduled with the student's Guidance Counselor. The student's pastor will also be notified.
- 40 Demerits: The student will appear before the Council of Discipline where his/her demerit record will be reviewed. The student will not be allowed to participate in any extracurricular activities or class office. The student will meet regularly with his/her Guidance Counselor.
- 60 Demerits: The student will appear before the Council of Discipline for possible expulsion. As an alternative to expulsion, a student may be put on probation with a contract.

4. Once dismissed for disciplinary reasons, a student may not be readmitted to Boylan for at least one year from the date of dismissal. Upon application, the case will be reviewed by the Administration to determine if the student is eligible for re-admittance.

DEMERITS

The following are minor violations for which a student may receive demerits from the faculty: (* In addition to demerits, a detention will be assigned.)

Number/Violation	Demerits
1. Disregard of administrative notices (Not returning a required school form, etc.)	1 - 5
2. Not returning a library book	1 - 5
3. Disorder in the cafeteria	
A. Not returning trays, dishes, leaving table a mess.	5
B. Creating a disturbance or unbecoming behavior during lunch will result in suspension and possible Council of Discipline review.	10 - 30
4. In halls without a pass or out of bounds	2
5. Tardy to school or late to class *	2
6. Improper uniform *	5
7. No chewing gum allowed *	5
First offense - \$5.00	
Second offense - \$10.00	
Subsequent violations - \$20.00	
Student will be assigned a clean up detail	
8. Eating outside the cafeteria (Pop, candy, food, etc. are not allowed in classrooms or corridors.)	5
9. Minor disrespect to a faculty member	5
10. Misconduct or creating a disturbance	5
11. Improper language (Profanity, swearing, etc.)	5
12. Misuse of school property (Kicking lockers, sitting on or banging radiators, etc.)	5
13. Unauthorized use of school forms or permits (These are in addition to demerits student may have received if he/she had not had the illicit school form.)	5

14. Gambling or any game of chance	5
15. Not reporting to Dean's Office or Detention *	5
16. Parking violation (No parking sticker, parking in restricted area)	5
17. Leaving school building/premises without permission * (These are in addition to any demerits issued for truancy.)	5
18. Misuse of electronic devices such as cell phones, IPODS, etc. (The device will be confiscated. In addition to demerits, a detention will be assigned for each violation and fines levied.)	5
First offense - \$5.00	
Second offense - \$10.00	
Subsequent violations - \$20.00	
19. Any misdemeanor not listed	5
<p>Cheating warrants no demerits, but the student will be subject to the policy on academic honesty.</p> <p>The following are considered major offenses. These demerits will be issued by the Dean of Students only. For 30 demerit offenses, student could be suspended and presented to the council for possible expulsion.</p>	
20. Suspended from class by teacher * (When a teacher asks a student to leave the room for any disciplinary reason, the student is to report to the Dean of Students' office immediately, whether or not the teacher tells the student to report there.) No academic credit will be given for class time missed.)	5
21. Carrying an Instrument of Injury or Irritation	5
22. Truancy - Full Day * Each Period *	30 5
No academic credit will be given for class time missed.	
23. Possession or use of any tobacco product. (This applies to all students while they are in the building, on grounds, parking lot, stadium, ball fields and tennis courts, anywhere on school property or at a school sponsored event.)	10 - 20

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| 24. Drinking
(Student will be suspended until parents appear for a conference.) | 30 |
| 25. Impulsive Fighting, Taunting or Threatening Behavior
(Student may be suspended until parents appear for a conference.) | 10 - 30 |
| 26. Premeditated Fighting
(Student will be suspended and presented to the Council for expulsion. A premeditated fight is one that has been planned or prearranged or which occurs after a warning by the Administration.) | 30 |
| 27. Major Disrespect to a Faculty or Staff Member that occurs on or off campus or by electronic means.
(Student will be suspended until parents appear for a conference.) | 30 |
| 28. Stealing
(Restitution required and appropriate authorities will be notified.) | 10 - 30 |
| 29. Vandalism
(Student will be required to pay for repairs.) | 10 - 30 |
| 30. Scandal to Boylan Catholic High School
(Scandalous behavior as determined by the Boylan Administration.) | 10 - 30 |
| 31. It is a violation of the school's policies for a student to possess a weapon on school premises or at any time in connection with school related activities. Included within the prohibitions of this policy are the possession, sale, distribution, manufacture, receipt, seeking the sale or trade or use of any firearm, knife, martial arts device or other object which, in the school's discretion, may reasonably be considered to constitute a weapon. Violations of this policy may result, at the school's discretion, in disciplinary action up to and including expulsion from the school. | |
| 32. Drugs: Any student involved with drugs will be subject to the school's Substance Abuse Policy. | |
| A. Any student who uses, possesses or aids in the use or possession of any drug. | 30 |
| B. Any student who introduces drugs to others.
(Selling and/or giving to others on or off school property) | 30 |

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| 33. Reckless/Careless Driving
(Possible revocation of driving privileges and a \$5.00 fine) | 10 - 30 |
| 34. Harassment of any kind - verbal, physical, visual or sexual
(See page 51.) | 10 - 30 |
| 35. Any Major Offense Not Listed
(Example: Endangering life or limb of another;
false alarms; tampering with fire extinguishers; defibrillators;
concealed weapons; displaying gang signs, symbols or graffiti;
fireworks or inappropriate public behavior) | 30 |
| 36. Boylan Catholic High School reserves the right to impose consequences for inappropriate behavior that takes place off campus and outside school hours. Examples include harassment, inappropriate use of blogs, etc. Possible consequences include demerits and/or suspension or dismissal. | |

*** A detention will also be assigned.**

DEMERIT REMOVAL

Any student, regardless of the number of demerits accumulated in a given year, can have those demerits removed by fulfilling the following requirements:

1. A student must go one calendar month without receiving demerits.
(Example: Go from October 28th to November 28th with no demerits) Upon completion of each month, the student is then eligible to have five demerits removed from his/her record.
2. For each successive week, the student is eligible to have one demerit removed, if no new demerits have been recorded.

EXPULSION OR SUSPENSION VIOLATIONS

The Dean of Students, in consultation with the principal, has the authority to suspend a student. No academic credit will be given for class time missed while a student is suspended.

The following are grounds for immediate suspension and/or expulsion by the principal. Suspended students may be presented to the Council of Discipline for possible expulsion:

1. Possession of any instrument or weapon, which may inflict bodily harm.
This includes, but is not limited to, look alike weapons.
2. Fighting or violent behavior.

3. Threats of violence or continued harassment or any action or statement that jeopardizes the safety or security of the school community.
4. Involvement with drugs.
5. Tampering with fire extinguishers, fire alarms or defibrillators.
6. Vandalism to school property.

SCHOOL FUNCTIONS, OFF CAMPUS, OUTSIDE SCHOOL HOURS

Students attending games and other school functions are to maintain the standards of behavior as set in this handbook. School pride and loyalty are emphasized and proper behavior must be observed. Students are responsible for their conduct as specified in Boylan's demerit code.

Boylan Catholic High School reserves the right to impose consequences for inappropriate behavior that takes place off campus and outside school hours.

Uniforms

Boylan High School expects its students to follow certain dress code regulations. Uniforms are worn every day. Uniform rules are in effect from the first bell of the morning to the last bell of the day. Students who are sent home for being out of uniform will be considered unexcused and will serve a detention.

If the uniform requirement needs to be modified due to medical necessity, the Dean of Students will determine appropriate uniform requirements.

Boylan uniforms need to be purchased from the approved suppliers. For boys, Tom Harmer's is the approved supplier. For girls, the approved supplier is Dennis Uniform.

BOYS' UNIFORMS

The regulations for boys' uniforms at Boylan are:

1. Trousers: Uniform trousers are to be worn at the waist in unaltered fashion with a dress belt. The length of the trousers should not exceed beyond the top of the heel of the shoe.
2. Shirts: WHITE DRESS SHIRT. A dress shirt is one that has a collar, with buttons completely down the front and is designed to be worn with a tie. Shirts are to be worn tucked into trousers.
3. T-Shirts: Only plain white T-shirts may be worn under the uniform shirt.

4. Ties: Ties are to be worn at all times, except for the months of September and May. Shirts are to have the collar buttoned.
5. Sport coats: Boys must wear the uniform sport coat, except during the months of September and May.
6. Shoes/Socks: Boys must wear conventional dress shoes and dress socks. (Gym shoes, tennis shoes, beach clogs, moccasins, boots, slippers of any kind or sandals are unacceptable.) If there is a question, the Dean of Students will decide if the footwear is appropriate.
7. Hair: A boy's haircut is considered part of the Boylan uniform. No erratic style haircut or color will be allowed (includes punked, tailed, spiked, multicolored, grooved, partially shaved, emblems or striped). Hair is to be a conventional length, not to exceed the collar and be neatly trimmed, not tucked behind the ears. Neither should the sides of the hair fall forward covering the student's cheeks. If there are questions, the Dean of Students will decide.
8. Facial Hair: Beards, mustaches, long sideburns (below the earlobe) are not permitted. Students are expected to be clean-shaven.
9. Jewelry: Jewelry consistent with the school uniform may be worn (a class ring, watch). Earrings (even if covered), plastic studs, straps, chains, rock buttons, medallions, ethnic, cultic, gang and excessive jewelry are unacceptable. Body piercing jewelry is not allowed.

GIRLS' UNIFORMS

1. Skirts: Uniform skirts are to be worn in unaltered fashion. **SKIRTS MAY BE NO SHORTER THAN ONE INCH ABOVE THE KNEE.**
2. Sweater: The uniform sweater must be worn at all times except during the months of September and May.
3. Blouse: The uniform blouse consists of a white tailored shirt-type blouse with a pointed collar or buttoned down collar with white buttons down the front. Blouses must be purchased from the uniform company.
4. T-Shirts: Only plain white T-shirts may be worn under the uniform blouse.
5. Shoes/Socks: Girls must wear conventional dress shoes and dress socks. Gym shoes, tennis shoes, beach clogs, moccasins, high heels,

slippers, boots of any kind or beach sandals are unacceptable. Footless, thigh high or fish net stockings are not permitted. If there is a question, the Dean of Students will decide.

6. Hair Styles: Hairstyles are considered part of the Boylan uniform. No erratic style haircut or color will be allowed (punked, spiked, tailed, multicolored or hair styled below the forehead). Kerchiefs, headbands, etc. are not part of the Boylan uniform.
7. Jewelry: Jewelry consistent with the school uniform may be worn (a class ring, watch). Straps, chains, rock buttons, medallions, ethnic, cultic and excessive jewelry is unacceptable. Body piercing jewelry is also not allowed.
8. Cosmetics: Make-up should be in acceptable good taste.
9. Pants: No pajama pants, sweatpants, legwarmers, long underwear, jeans, etc. may be worn under the uniform skirt *during the school day*. For warmth, tights or opaque stockings are acceptable as long as these are not made of fishnet material.

FINANCIAL POLICIES

COLLECTION OF FUNDS

The collection of absolutely all funds, dues, and fund-raising projects by any faculty member or any student group must have the prior approval of the Assistant Principal in charge of Student Activities.

FEES

REGISTRATION FEE:	(Nonrefundable) For the 2011 - 2012 school year, \$100.00 is to be paid at the time of registration. Late registration fee is \$125.00
GRADUATION FEE:	For the 2011 - 2012 school year, the fee will be \$75.00 to cover the cost of diploma, cap and gown, flowers, etc.
BREAKAGE:	Any school property broken (windows, desks, equipment, etc.) must be paid by the student.
BOOKS:	Students are responsible for their books and must pay for any that are lost, damaged or not returned.
LOCKER FEE:	\$10.00 (Refundable upon passing end-of-year locker inspection.)
ACTIVITY/COMPUTER FEE:	\$85.00
YEARBOOK:	\$65.00
RETREAT FEES:	
12th Graders	\$70.00
Kairos (Optional-Seniors)	\$150.00
Sophomore overnight Retreat	\$85.00
All other students	\$35.00
ATHLETIC PARTICIPATION FEE:	\$65.00 for the first sport \$35.00 for the second sport
PARKING FEE:	\$25.00

RETURNED CHECK POLICY

A fee of \$30.00 will be assessed for checks returned unpaid for any reason.

SCHOLARSHIPS

Ed (Speed) McCoy:

The Boylan Student Council sponsors the McCoy Scholarships that are awarded to eighth grade students currently attending Catholic grade schools with the recommendation of his/her principal and the Student Council Committee.

GSB'86:

This is a fully-funded four year scholarship awarded to an incoming freshman. All applications must be done online at www.86gsb.com by April 15. Finalists are interviewed by the selection committee and are notified by June 1.

STUDENT AID FUND

The Student Aid Committee with the recommendations from the P.S.A.S program has the responsibility for distribution of the funds allocated for student aid. Applications are available to all students currently enrolled in Boylan and all eighth graders who have registered to attend in the fall. The amount of assistance depends on need and available funds. Assistance is given for one school year at a time. Families must reapply each year. Funds are distributed after a confidential financial statement has been analyzed. All information is kept in confidence. Financial aid is awarded on the condition that all financial obligations are met. If a family does not meet its financial obligations as stated above, the aid will be forfeited and the full, undiscounted amount of tuition will be due. Adhering to the school's Behavior Policies is a factor in maintaining and renewing financial aid. For more information, contact the Assistant Principal - Student Activities.

TUITION

Boylan has contracted with Tuition Management Systems (TMS) as the agency charged with collecting our tuition. Tuition is determined as follows:

1. Students from participating parishes.
2. Students from non-participating parishes.

Families can pay tuition in one of four ways:

1. Full tuition by July 5th or 20th, 2011.

2. Two payment option - 50% due July 5th or 20th and 50% due January 5th or 20th, 2012.
3. Quarterly payments due in July, October, January and April. Payment can be either on the 5th or 20th of the month.
4. Monthly payments through a bank draft or direct billing. Families may spread payments over ten months from July to April. Payment can be either on the 5th or 20th of the month

Please note that although payment can be made automatically through your bank, TMS or Boylan High School never has access to or any knowledge of your bank account.

A \$250.00 Tuition Deposit is required for all students entering Boylan for the first time. This deposit is nonrefundable and is credited to the student's tuition.

Any family whose account falls three (3) months in arrears and has not made alternative arrangements will have their student's report card withheld. Students may be removed or restricted from extracurricular activities and subject to financial suspension. All student accounts must be paid for the first semester by December 20th and the second semester by April 20th to avoid possible financial suspension.

It is the policy of the Diocese of Rockford that: " No student will be allowed to take first semester exams unless his or her tuition is current. Furthermore, no student will be allowed to take final exams unless his or her tuition and fees have been paid in full."

If financial suspension is imposed, the student may be required to leave school until all tuition and fees are paid. No school records will be released for any student until financial obligations are completed. If a student has been subject to financial suspension, all textbooks and sports uniforms must be returned as well.

Students in their senior year will not be allowed to participate in graduation ceremonies until all financial obligations have been met.

Tuition is to be paid on a year-to-year basis and a student may not be registered for the succeeding year until tuition from the previous year has been paid in full or alternate financial arrangements have been made.

Financial aid, grants and scholarships are awarded on the condition that all financial obligations are met. If a family does not meet their financial obligations as stated above, the aid, grant or scholarship will be forfeited and the full, undiscounted amount of tuition will be due.

All payments are due by the exact date indicated. TMS will assess a \$40.00 late fee if any payment is received later than the date agreed.

TMS will assess a \$30.00 fee for all checks returned because of insufficient funds.

TMS will assess a \$30.00 fee on all bank drafts not going through because of insufficient funds.

Tuition payments submitted after May 1 must be in cash, cashiers check, money order or credit card. Personal checks will not be accepted.

TUITION REFUND POLICY

Tuition will not be refunded for any quarter in which the student attends at least one day.

WITHDRAWAL/TRANSFER FROM BOYLAN

Parents of students who are leaving Boylan are expected to officially notify the school by filling out the appropriate forms that may be obtained in the Main Office. No records will be forwarded until the school has been officially notified of withdrawal and all financial obligations have been met.

Beginning and ending dates for each quarter are:

First Quarter:	8/24/2011 -10/21/2011
Second Quarter:	10/24/2011 -1/12/2012
Third Quarter:	1/17/2012 - 3/16/2012
Fourth Quarter:	3/20/2012 - 6/08/2012

Tuition: The date that a parent completes the withdrawal form or the last day of the student's attendance (whichever is later) will be the last day of attendance.

Financial Aid: For refunding purposes, financial aid, grants or scholarships are considered to be credited on a quarterly basis. Financial aid will only be used to offset the cost of tuition of the last quarter completed. For example, if a student withdraws during second quarter, only the first quarter's aid will be used to offset the cost of tuition.

Textbooks: All hardbound textbooks returned in original condition, less normal wear and tear, will not incur a charge. Books returned in damaged condition will incur a charge proportional to the damage. Unreturned hardbound textbooks will incur a charge equal to the current replacement cost.

Workbooks and Consumable Materials: No refund will be given for workbooks or other consumable materials.

Materials Fees: All fees are not refundable.

Other Charges: The parent or guardian is responsible for any unpaid fines, damages to school property or other charges.

GENERAL POLICIES

ACCEPTABLE USE POLICY FOR THE TECHNOLOGY SYSTEM

Computing, data storage and information retrieval systems are designed to serve the students, faculty, staff and volunteers of the school. Network and Internet access is provided to further the legitimate educational goals of this institution. The school provides computing and network resources for the use of students, employees and others affiliated with the school. Members of the school are encouraged to use the computers, software packages or outside the school network software for educational or school related activities and to facilitate the efficient exchange of useful information. However, the equipment, software and network capacities of the School Technology System (System) provided through school computer services are and remain the property of the school. All users are expected to conduct their on-line activities in an ethical and legal fashion.

The use of these resources is a privilege, not a right. Misuse of these resources will result in the suspension or loss of these privileges, as well as disciplinary, legal and/or monetary consequences.

All users of the System must comply with the school's Acceptable Use Policy as amended from time to time.

Students have no expectation of privacy in their use of the System. The school has the right to access, review, copy, delete or disclose, as allowed by law any student's work on the System. The school has the right to and does monitor use of the System by students, including students' access of the Internet, as part of System maintenance and to determine whether the use is consistent with federal and state laws and school and Diocesan policies and guidelines.

Examples of inappropriate or unacceptable use(s) of these resources include, but are not limited to, those uses that violate the law, the rules of network etiquette or hamper the integrity or security of any network connected to the Internet.

Some unacceptable practices include:

- Transmission of any material in violation of any U.S. or state law, including but not limited to: copyrighted material; threatening, harassing, pornographic or obscene material; or material protected by trade secret

is prohibited. The use or transmission of copyrighted materials without the written permission of the author or creator is prohibited. As with all forms of communications, network resources may not be used in a manner that is disruptive to the work of educational environment. The display or transmission of messages that are sexually explicit constitute harassment which is prohibited by the school. It is also illegal for anyone to knowingly allow any telecommunications facility under their control to be used for the transmission of illegal material.

- The use for personal, financial or commercial gain, advertisements, political lobbying or the sending junk mail or chain letters is prohibited.
- Vandalism is prohibited. This includes, but is not limited to, any attempts to harm or destroy the data of another user, the network/Internet or any networks or sites connected to the network/Internet. Attempts to breach security codes and/or passwords will be considered a form of vandalism.
- The creation, propagation and/or use of computer viruses are prohibited. Deleting, examining, copying or modifying files and/or data belonging to other users is prohibited.
- The willful destruction of computer hardware or software or attempts to exceed or modify the parameters of the system is prohibited. Discipline may be imposed for intentional overloading of the school's computer resources.
- Engaging in activities that are not related to the school's educational purposes or which are contrary to the instructions from supervising personnel.
- Disruption of the educational process, including use that is reasonably foreseen to result in a disruption, or interfere with the rights of others at any time, either during school days or after school hours.
- Disclosing the user's individual password or that of another user.
- Posting material on the school's web site without the authorization of the appropriate school administrator.
- Posting material on an individual's web site that results in the ability to circumvent the school System security or "blocked" sites.

The school may discipline a student whose personal web site or other off-site activity involving electronic media causes, or can reasonably be expected to cause, a substantial disruption of the school environment, without regard to whether that activity or disruption involved use of the school's technology system.

Students are prohibited from accessing any school wireless network without the express permission of the supervisory personnel.

The school makes no warranties of any kind whether express or implied for the System. The school is not responsible for any damages incurred, including the loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions. Use of any information obtained via the System is at the user's own risk. The school is not responsible for the accuracy or quality of information obtained through the System. The school is not responsible for any user's intentional or unintentional access of material on the Internet that may be obscene, indecent, or of an inappropriate nature.

Any information contained on the school's computers which are purchased by the school is considered the property of Boylan Catholic High School.

This agreement applies to stand-alone units as well as units connected to the network or the Internet. Any attempt to violate the provisions of this agreement will result in revocation of the user's privileges, regardless of the success or failure of the attempt. In addition, school disciplinary action and/or appropriate legal action may be taken. The decision of the school regarding inappropriate use of the technology or telecommunication resources is final. Monetary remuneration will be sought for damage for repair or replacement of equipment.

Inappropriate use of technology (for example, on a home computer) may subject the student to consequences. Inappropriate use includes but is not limited to, harassment, use of school name, remarks or web posting directed to or about teachers, offensive communications and/or video, and safety threats.

Our filtering software establishes parameters for appropriate use within our building, students and parents/guardians are primarily responsible for the appropriate and ethical use of technology, especially in the home.

Student E-Mail Policy

Boylan Catholic High School through its e-mail provider automatically monitors all inbound/outbound e-mails for viruses, profanity, offensive language, racist and/or sexual comments, virus hoaxes, chain-mail, and known spam mailers but does NOT guarantee such messages to be virus-free. The onus is on the recipient to ensure they are virus-free. Boylan High School accepts no responsibility for any damage caused by receiving e-mails from our e-mail system.

Boylan Catholic High School High School reserves the right to intercept, store, archive, delete, or view such e-mails for security/audit purposes and, where

necessary, instigate appropriate proceedings against the parties involved.

E-mails sent to and from Boylan High School's e-mail system will be archived in accordance with the school's archival policy.

Please note that just as with all regular postal letters sent to the school or receipt of other documents, all e-mails sent to Boylan High School, its employees, and its students are subject to the Open Records Law.

E-mails Live Forever. Simply deleting an e-mail message from your account does not destroy the message. This message probably remains on our e-mail server, and we often make back-up copies of our e-mail servers that we may store for months or years. Even after we erase the back-up copies, a technician may be able to restore the erased message. Further, in the case of e-mails sent over the Internet, copies of the e-mail could persist on the recipient's system (or any person who receives a forwarded copy from this person) indefinitely. Thus, you should only send e-mails that you are willing to have live forever.

While we may have back-up copies of your materials, we encourage you to make back-up copies yourself.

You Cannot Control Your E-mails Once Sent. Once you send an e-mail, you have effectively no ability to control who sees it. E-mails sent over the Internet cannot be "retrieved." Further, e-mails are often forwarded to people you did not anticipate would receive it. Also, we may be required in future litigation to produce copies of your e-mails in a court proceeding, and we may do so without notifying you or asking your permission. In short, you should always write e-mails assuming that the person you *least* want to read your e-mail will see them.

Check E-mail Headers. You should always check e-mail headers to confirm the identity of the recipients, especially when you reply to a message (particularly when you reply to all recipients). It is very easy to reply to a message in a way that causes your message to be sent to the wrong people.

The System is a School Resource. The System is our valuable educational asset, and therefore we do not permit you to use the System for personal use. We spend significant amounts of money to procure the hardware, software and telecommunications services necessary to offer Internet access and e-mail, and we have not invested the resources to permit the System to meet our legitimate educational needs plus the demands placed by personal use of the System. All messages and files composed, sent or received using the System are and remain our property.

Prohibited Uses of our System. Our general policies regarding student communications also apply to communications made using the System. Without

limiting the foregoing or the previous section, you may not use our System to send, receive, store or display communications or files that: (a) infringe any third party intellectual property or publicity/privacy right; (b) violate any law or regulation; (c) are defamatory, threatening, insulting, abusive or violent; (d) might be construed as harassing, derogatory, disparaging, biased or discriminatory based on a person's age, sex, race, sexual orientation, religion, disability, national origin or any other protected classification, (e) are obscene, pornographic, harmful to minors, child pornographic, profane or vulgar; (f) contain any viruses, trojan horses, worms, time bombs, cancelbots or other computer programming routines that are intended to damage, detrimentally interfere with, surreptitiously intercept or expropriate any system, data or personal information, or (g) are solicitations or advertisements for commercial ventures, religious or political causes, outside organizations or other non-educational related activities. Under no circumstances may you use our System to gain unauthorized access to third party resources.

Do Not Expect Privacy. We may access, read, monitor, intercept, copy and delete your communications if we deem appropriate; however, we expect we would do so only when there is a legitimate educational reason. By way of example, we might do so if we suspect any violation of law, breach of security, or violation of our policies. Further, we may disclose your communications to third parties if we deem appropriate. Thus, you should not expect privacy in your System account or any communications on the System.

Also, you should not assume that an e-mail that claims to be from someone is in fact from that person. It is very easy to forge headers, effectively falsifying the identity of the e-mail originator, or someone may have forgotten to log out. Check first before making assumptions.

Help Maintain Security. Our System is not perfectly secure and is susceptible to break-ins. Thus, we need your help to maintain security.

You may not share your System or e-mail passwords with anyone else (including other students), and you may not gain access to other System accounts, without prior authorization. However, we reserve the right to override your password for legitimate educational reasons.

Further, because electronic communications are inherently unsecure, you should not electronically transmit sensitive, personal or confidential information to any third parties without prior approval. However, you may not use any encryption programs unless specifically instructed to by the school and then you may only use encryption technology supplied to you.

System Integrity. You should not use the System in a way that disrupts or degrades its performance. For example, you should not attempt a large file download during peak usage periods. We may place limits on the amount of

data you can store on the System. Also, you should virus-check all such files before executing them, loading them onto the System or forwarding them.

Communications. Every time you send an e-mail that contains our domain name or transmit files using our System, third parties might interpret these communications as official school communications or legally-binding statements of the school. Therefore, at minimum you should not use the System to make any statements or take any action which might be interpreted as a press release or publicity statement without school approval.

Third Party Materials. You should not redistribute third party materials, particularly e-mail attachments, without prior authorization by those third parties. Articles, photos, graphics, sound files and other attachments are generally the intellectual property of some other party, in which case your redistribution can create liability for us. Further, you should assume that anything you download from the Internet is protected by intellectual property laws, and you should not make further use without approval.

Amendments to this Policy. This Policy supersedes all prior communications, oral or written, regarding the System. You agree that we may amend this Policy by sending you an e-mail containing the new policy, and the amended policy shall be effective as soon as it is sent by us.

Acknowledgement: Usage of the e-mail provided by the school indicates that you understand and agree to comply with this E-mail Use Policy, and in particular understand and agree that the school may access, read, monitor, intercept, copy and delete my communications if it deems appropriate. I understand that my failure to comply with any of the provisions in this policy may lead to disciplinary action.

AGREEMENT FOR NOTIFICATION VIA ELECTRONIC MEDIA

As the need arises the administration, teachers, coaches, or other school personnel find it appropriate and timely to communicate with students and parents via electronic means such as e-mail, moodles, telephone messages, texting, blogs, tweeting, or social networking sites etc. These media would be used to communicate items such as athletic schedule revisions, practice cancellations, modification of meeting times, academic assignments, or other significant information. Diocesan policy requires us to secure permission from parents for the school or its employees to contact students and parents via these media. **Parents who do not wish to receive general e-mails from the school should opt out by not providing their e-mail address or by removing their e-mail address from Family Access.**

BUS INFORMATION

The behavior of a student on a bus to or from school is considered an extension of his/her behavior at school. Students must comply with all regulations of the bus company.

CAFETERIA

Students are to use good manners at all times and be friendly with those sharing the cafeteria. Students should be courteous in the lunch line, not crowd or loiter along the counter and should not handle food before choosing it. Inappropriate behavior will not be tolerated and may result in a loss of lunchroom privileges. Upon finishing lunch, students should leave the table neat and clean and place dishes and trays at the tray return. Food or beverages are to be kept in the cafeteria. Paper and pop cans are to be put in containers provided. The cafeteria is open for both breakfast and lunch. Students are to remain in the cafeteria until dismissed and are not allowed to go out of doors. No food may be purchased from outside sources during lunch periods.

CORRIDORS

To maintain order in the hallways, there should be no running while passing from room to room. Waste paper and refuse should be placed in the waste containers located in each of the halls.

DANCE POLICIES

MAJOR DANCES

All Boylan students are invited to participate and attend all major dances with these exceptions:

1. Freshman students are not allowed to attend the Homecoming Dance.
2. Freshman and sophomore students are not allowed to attend Senior Prom. Only juniors who have been invited by seniors may attend.
3. Students who have been expelled, or have withdrawn from Boylan for behavioral reasons are not allowed to attend Boylan dances.

Because Boylan faculty, parents and students have expressed their concern about behavior at school dances, we have initiated the following policy:

1. Modesty in dancing styles/behavior and in dress is to be followed by all students so that Christian values are not compromised.

2. All tickets must be purchased by the designated day before the dance. No tickets will be sold at the door.
3. When buying tickets, students must sign their name and a parent's phone number, as well as the name and a parent's phone number of their date.
4. For identification, all Boylan students must present their school ID at the door.
5. If a Boylan student brings a non-Boylan date to a dance, the Boylan student is responsible for his/her guest's behavior.
6. A major dance begins at 8:00 p.m. Students must be at the dance no later than 9:00 p.m. Those arriving after 9:00 p.m. will not be admitted and parents will be notified.
7. A major dance ends at 11:00 p.m. All attendees are expected to remain at the dance until 10:30 p.m. and will not be allowed to leave before that time.
8. The possession or use of drugs or alcohol is against the law. If either substance is detected in the parking lot, at the door, or at any time during the dance, students involved will be detained and their parents called to take them home. Boylan rules and city laws will be applicable at that time.
9. To help insure the smooth running of all dances, parents of Boylan students will assist Boylan faculty members as chaperones. However, faculty members will be responsible for all disciplinary matters.
10. A security officer will be in attendance at all dances.
11. A coat check will be available. Students are encouraged to check coats, cameras, purses etc.

MIXERS

1. Mixers are a non-date dance. They may be held after home football games. Attire is casual. Mixers last approximately 1 1/2 hours from about 9:30 p.m. to 11:00 p.m. If the game ends later, the mixer will end at 11:30 p.m.
2. Tickets are sold during the week of the mixer and at the door.
3. All Boylan students must present their school I.D. or class schedule for entrance to the mixer. Mixers are closed to students from other schools.
4. The possession or use of alcohol or drugs is against the law. If either substance is detected in the parking lot, at the door, or at any time during the dance, those students involved will be detained and their parents called to

come and escort them home. Boylan High School rules and city laws will be applicable at that time.

5. To help ensure the smooth running of all mixers, parents of Boylan students will assist Boylan faculty members as chaperones. However, faculty members will be responsible for all disciplinary matters.

ELECTRONIC DEVICES

During the school day, students are prohibited from carrying or using electronic devices such as **smart phones/cell phones**, notebook/netbook/laptop computers, pagers, beepers, iPods/MP3/CD players (or the like), hand held games, digital and/or video cameras (except as required for a class). Violators will have their devices confiscated and the Dean of Students will determine when the device is returned. Demerits and detention will be assigned as well as monetary fines for habitual violations.

EMERGENCY NOTIFICATION OF CLOSINGS

School Messenger, a telephone notification system, is used to inform parents who have provided e-mail addresses and cell phone and/or landline numbers of any school emergency such as school closings. Notification will also be made over Radio WROK (1440) and WNTA (1330) and all TV stations. The Boylan web site will also provide up-to-date information.

FAMILY ACCESS

Students and parents are provided with a login and password to access student information over the Internet. Information available includes student schedule, assignments, grades, attendance, demerit infractions, food service items purchased and balance. Other features include deposit of funds to the lunch program via credit card and the ability to e-mail teachers. A Message Center also provides the opportunity for teachers and administrators to post information of general or specific interest. Family Access is entered through the Boylan web site (www.boylan.org). Parents are encouraged to enter and keep their e-mail address current so they can be notified of low lunch balance, schedule changes or other information. Parents and students are encouraged to frequently check the lunch balances to avoid an "overdraft".

THE FAMILY RIGHTS AND PRIVACY ACT

The Family Rights and Privacy Act (FERPA) provides: An educational agency or institution shall give full rights under the Act to either parent, unless the agency or institution has been provided with evidence that there is a court order, State statute or legally binding document relating to such matters as divorce, separation

or custody that specifically revokes these rights. This means that, in the case of divorce or separation, a school district must provide access to both natural parents, custodial and non-custodial, unless there is a legally binding document that specifically removes that parent's FERPA rights.

FOOD SERVICE: BREAKFAST AND LUNCH

The Boylan food service program features a "cashless" system. Cash is not accepted at the cafeteria at any time. Parents may deposit funds into a child's account by means of credit card through Family Access or may mail or deliver funds to school. Deposits made at school must be delivered to the Main Office by the end of homeroom to be credited the same day. Parents may view and monitor balances and purchases through Family Access. Students are identified at lunch by means of a biometric system and photo of each student. Students must have a positive lunch balance to participate in the food service program.

GUESTS OR VISITORS TO BOYLAN

Boylan High School has a closed campus policy. After 8:00 a.m. all entrances will be locked. Visitors must enter the building from the entrance off of Campus Hills Blvd. and are required to sign into and out of the Main Office. Should Boylan students wish to have guests accompany them to class, they must have permission from the Dean of Students prior to the visitation. Specific rules regarding visitors must be followed.

HARASSMENT POLICY

Boylan Catholic High School exists to transmit the Gospel values that reflect the active presence of God. An environment reflecting our Catholic tradition and Christian values is an integral component of the entire educational mission of this institution. Consequently, anything contrary or incompatible with the essential mission of Boylan Catholic High School will not be permitted.

Any action, word or behavior which harasses, intimidates or causes physical, emotional or psychological harm to another student or students is strictly prohibited. This prohibited conduct also extends to the use of technology ("Cyber bullying") as a tool to harass or cause harm.

Bullying is prohibited during any school-sponsored education program or activity; while in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities; or through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment. However, this policy is not limited to conduct that occurs on the premises of the school.

"Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically ("cyber bullying"), directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property
2. Causing a substantially detrimental effect on the student's or students' physical or mental health
3. Substantially interfering with the student's or students' academic performance or
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. Examples of "cyber bullying" include but are not limited to the use of e-mail, web sites, text messaging, electronic photos or videos and social media (i.e. Face Book, Twitter, My Space etc...) to harass or intimidate. These lists are meant to be illustrative and non-exhaustive.

Students who violate this policy will be subject to the discipline policy of the school.

Harassment or bullying of any type is diametrically opposed to the mission of Boylan Catholic High School and it will not be tolerated. Harassment of any student or adult by any other student or by an employee while acting as a representative of this institution is not acceptable. Furthermore, any individual judged to harass another will be subject to appropriate disciplinary action.

A student who feels that he or she has been subjected to harassment or bullying should notify a parent or a Boylan staff member. The matter should also be reported to the Principal and an investigation of the incident will take place. In the case of a substantiated incident of harassment, the appropriate course of disciplinary action will be dictated by the particular circumstances of the situation.

LOCKERS

Each student is assigned a locker for the entire year. Students may not change lockers or use someone else's without permission from the Dean of Students. Lockers must be kept locked and in good order at all times. The lockers are not designed for maximum security. Students are urged not to place valuable items in lockers for safekeeping. Food and perishables may not be stored in the locker. A \$10.00 damage deposit is required of each student for the school year. At the end of each semester, the condition of each locker will be checked and the deposit will be adjusted if no damage or defacing has occurred.

Students have no expectation of privacy in the use of their lockers. The administration retains the right to periodically inspect lockers and their contents.

LOCKER DECORATIONS

External locker decorations are to be limited to the width of the locker and one standard sized poster board above the locker.

LOCKS

Every student must use school locks on both the regular locker and P. E. locker assigned to them. Students should tell no one their combination. Students own these locks and are responsible for them.

LOST AND FOUND

Parents are encouraged to mark student apparel. Lost items may be retrieved in the Main Office or in the Maintenance Room. Found objects should be brought to the Main Office.

MAILINGS

School mailings will be sent to the parents or legal guardians listed on the Student Application Form. Any additional requests for information should be made to the Administration by the parent or guardian named.

THE MAINTENANCE OF THE COMMON GOOD

The goals of this institution are not designed to reform or rehabilitate adolescents involved in dangerous or criminal activity. Consequently, after a careful examination of the evidence, any individual (or members of a group) found to be a participant in illegal activity, violent behavior, possession of prohibited weaponry or exhibiting gang signs or graffiti will be subject to expulsion from this institution. Students whose involvement in illegal activity brings unfavorable publicity to the school may be subject to expulsion.

MARRIED AND/OR PREGNANT STUDENTS

Parents and students are advised there are Council of Administration policies regarding the status of married and/or pregnant students. The Principal should be contacted for policy clarification.

PARKING

Students must park in the west parking lot only but not in the front row. Students must park between the yellow lines and should not park in the aisles or along the east side of the student parking lot. Students must register their vehicles and obtain a parking tag in the Dean's Office. The parking fee pays for security in the lot. Failure to follow procedures will result in the loss of driving privileges.

All automobiles should be locked. No sitting or loitering in cars is permitted once students are on the grounds. Students should not tamper with other vehicles. A speed limit of 10 miles per hour is to be observed. Reckless driving will result in loss of driving privileges, demerits and a monetary fine. Parking is provided for the convenience of students and guests. Boylan assumes no liability for loss, damage or injury occurring in the parking lots.

POSTERS

Any individual or organization placing a poster on school walls must have it approved by the Dean of Students. Posters may be placed near the main entrance, on the wall of the landing of the middle stairway, the lobby of the student entrance and the wall outside Room 136. They must be removed promptly after the date of the event by those who posted them. Sticker type poster material is not allowed

PRIVACY POLICY

Boylan Catholic High School makes every effort to maintain the privacy of students and families. Personal, academic, attendance, disciplinary and family information is not shared except as required by law or by the written permission or request of the student and/or parent.

PUBLICATION OF AWARDS AND HONORS

Publication of awards and honors such as honor roll, list of graduates, National Merit Scholarships, athletic awards etc. will continue unless a parent requests, in writing at the time of registration, that such information not be shared. Publication includes but is not limited to the Boylan web site, school newspaper, yearbook, alumni news, and publicity releases to various media.

SEARCHES ON SCHOOL PROPERTY

INDIVIDUALS

If there is reasonable suspicion of a student possessing banned or illegal substance or a banned object the following will occur:

- A thorough search of the student's school bag(s), locker(s), car, and a hands off search of his/her person will take place.
- The parent(s) will be notified.
- If a student is found to be in possession of said object(s), the student may be subject to suspension and may be considered for expulsion under the provisions of the Boylan discipline code.
- The student may be referred to the local law enforcement authorities. In some cases State law requires a report to police.

SCHOOL WIDE SWEEPS

The school at its discretion may conduct a "sweep" of lockers and/or student automobiles with the assistance of local law enforcement agencies. Such sweeps would utilize dogs trained in the detection of banned or illegal substances. If a banned or illegal substance or its residue is detected:

- The student's locker(s) and its contents may be searched.
- The student's automobile may be searched with the student present.
- A thorough search of the student's school bag(s), and a hands-off search of his or her person will take place.
- Parent(s) will be notified.
- If a student is found to be in possession or refuses to cooperate, the student will be suspended and be subject to the Boylan Discipline Code.
- The student may be reported to local law enforcement agency. In some cases State law requires a report to police.

STUDENT RESIDENCY

All students are required to reside with parents or legal guardians to remain in good standing.

TELEPHONE CALLS AND MESSAGES FOR STUDENTS

1. Students will not be called from class to answer the telephone.
2. Only emergency messages from parents will be given to students.
3. Office telephones are for school business only.

GUIDANCE DEPARTMENT SERVICES

The Guidance Department provides service in the following areas:

Academic credit checks	Academic course selection
Attendance	Career planning
Counseling	Demerits
Financial aid for college	Job opportunities
Scholarships for college	Testing, academic and vocational interest
Vocational guidance	

The counseling staff assists students in academic advisement, career exploration, college planning and other areas of personal interest and concern. Students may see any counselor by completing an Interview Request Form available from the Guidance secretary. The Guidance staff schedules an appointment at least once yearly with each student.

The Guidance staff includes:

Counselors:	Mr. Daniel Appino	Room 219
	Mrs. Christine Jenkins	Room 214
	Mrs. Christina Nooner	Room 215
	Mr. Ron Franiak	Room 215
	Mrs. Jeannine Ferger	Room 210
	Mrs. MaryJean Voigt	Wellness Office
Secretary:	Mrs. Jody O'Boyle	Room 212A

ADMISSIONS TO COLLEGE

Boylan High School is accredited by AdvancED (North Central Association of Colleges and Secondary Schools), the Illinois State Office of Education and the National Catholic Education Association. Credits earned at Boylan are acceptable at any college or university in the United States. However, a diploma is not a guarantee of admission. Being accepted depends upon many things. Among these considerations are:

1. Whether or not the applicant meets all the college's basic entrance requirements.

2. The applicant's personal qualifications such as participation in sports, clubs, service activities, and his/her leadership and character.
3. Whether or not the college application deadline is met.

For a student to be accepted into the college of his/her choice, it is essential to plan early enough to meet all subject and grade requirements. College and university catalogs and Internet sites should be carefully studied. Guidance should be sought from parents, counselors and teachers.

Students should:

- **Meet with their Counselor:** Plan the high school curriculum early to be sure to meet college requirements.
- **Explore their interests through a variety of classes:** Consider taking classes not in the core curriculum such as art, drama and music to demonstrate a well-balanced academic background.
- **Master the basics:** Strengthen reading, writing, math and vocabulary skills for college and scholarship essays as well as standardized tests.

Colleges are looking for diversity and rigor in the high school academic record. Below is a suggested college prep course load:

Units	Subject
4	English - Emphasizing written and oral communications and literature.
3-4	Social Science - Emphasizing history and government.
3-4	Mathematics - Algebra, geometry, algebra 2 or other advanced mathematics.
3-4	Science - Laboratory sciences such as biology, chemistry, physics, anatomy/physiology, integrated and earth science.
2	World language (2-4 years of the same language), music or art.

Please note that each college or university may set higher minimum requirements for each subject area. Students should contact each college for its minimum requirements.

Seniors who choose a less demanding senior year can expect this reduced commitment to be reflected in the eighth semester transcript as well as letters of recommendation. Institutions of higher learning report a direct correlation between academic success at the university and the maintenance of a rigorous course of study during the senior year of high school.

COLLEGE APPLICATIONS / RECOMMENDATIONS

Requests for college recommendations and applications must be submitted at least two weeks before due date.

COLLEGE ENTRANCE EXAMS

Students who plan to attend college should register for the required college entrance examination during the second semester of junior year or during the first semester of senior year. These tests require that the application be sent one month in advance of the date scheduled. **Registration for these tests typically closes one month before the test date.** Application forms are available in Room 212A. The test dates are:

A.C.T. National Test Dates:

Saturday, September 10, 2011
Saturday, October 22, 2011
Saturday, December 10, 2011
Saturday, February 11, 2012
Saturday, April 14, 2012
Saturday, June 9, 2012

S.A.T. Admissions Test Dates:

Saturday, October 1, 2011
Saturday, November 5, 2011
Saturday, December 3, 2011
Saturday, January 28, 2012
Saturday, March 10, 2012
Saturday, May 5, 2012
Saturday, June 2, 2012

Boylan's School Code Number for A.C.T. and S.A.T. is: **143-697**

CONFIDENTIALITY / MANDATED REPORTER POLICY

While counselors/teachers respect the confidentiality that students place in them, there are certain behaviors and ideations that counselors/teachers may not keep confidential. This includes information revealing when students are committing acts or plan to commit acts that hurt themselves or others; information that students are being physically, emotionally or sexually abused; and information that students have committed excessively violent acts. Furthermore, class journals, which reveal the aforementioned acts, may not be kept confidential. Also, information discussed on Kairos retreats, Natural Helpers retreats or any school-sponsored retreat is confidential unless it indicates danger to one's self, danger to others, physical abuse or sexual abuse must be reported to the retreat director. Teachers on retreats must report incidents of physical and sexual abuse and "dangerous situations" to proper authorities.

Counselors/teachers must inform, at least, the Principal when obtaining knowledge of these behaviors or ideations and may need to notify other authorities or agencies.

Teachers, by state statute, are “mandated reporters” of any physical or sexual abuse or suspected physical or sexual abuse to the Department of Children and Family Services.

In most cases, parents will be informed. If someone other than the student’s parents is abusing the student, the police will be informed. If parents are the alleged perpetrators of abuse, the Department of Children and Family Services will be notified.

If counselors/teachers have reliable information indicating that informing parents is likely to endanger students, counselors/teachers may withhold that information from parents, but only with the approval of the Principal.

If a parent has a concern that centers on a particular class or classroom teacher, he/she is strongly encouraged to contact the teacher as a first step. If a second step is needed, then the specific Department Chairperson should be contacted. If further dialogue is necessary, then the Assistant Principal for Academics should be contacted. The Principal is ordinarily the final step in this process.

If the concern centers in the psychological or social realm, the parents are strongly encouraged to contact their child’s counselor or the Chairperson of the Guidance Department who will then determine a process of assistance. The parents can also contact the Principal or one of the Assistant Principals, but the Guidance Department Chairperson ordinarily is the first contact.

Students need to know their first contact regarding a concern or a discomfoting situation will ordinarily be their parents, but in situations where this may not be possible, then their particular counselor or the Counseling Department Chairperson or the Principal or one of the Assistant Principals should be contacted. It is understandable that a young person may confide in a particular teacher or staff person with whom he has a rapport. The Principal, in conjunction with the counselors, may formalize any assistance and/or problem resolution.

The school abides by the provisions of the Buckley Amendment. Thus, non-custodial parents will be given access to the academic progress of their children, unless there is a court order specifically stating that the non-custodial parent is denied access to such information

GOOD STUDENT AUTO INSURANCE DISCOUNT VERIFICATION

Requests for verification of Good Student Insurance discount forms should be submitted to the Main Office.

ILLINOIS STUDENT ASSISTANCE COMMISSION (ISAC)

Formerly Illinois State Scholarship Commission. To be eligible, a junior year student must take the A.C.T. or S.A.T. between September 9th and June 30th of junior year.

P.S.A.T NATIONAL MERIT SCHOLARSHIP

Qualifying Test: Tuesday, October 12, 2011.

STANDARDIZED TESTS

Standardized tests such as the Explore, and PLAN are given to assess students' academic strengths, vocational interests and special aptitudes. Test interpretation is available to the parents of Boylan students. Parents are encouraged to contact any counselor by calling the Guidance Department secretary to arrange an appointment. The telephone number is 1-815-877-0531.

TRANSCRIPTS (ELECTRONIC)

To enhance processing student records for college applications, Boylan will begin utilizing an electronic transmission method during the 2011 – 2012 school year. This process, supported by the Illinois Student Assistance Commission (ISAC), will be clarified during the year as specifics of the program become available. Hard copy versions (see below) of academic transcripts will still be available as a means of submitting college applications.

TRANSCRIPTS (HARD COPIES)

For transcripts see the Guidance Secretary in Room 212A at least one week in advance of the date needed. Cost is \$2.00 per transcript, payable at the time of the request. Requests for eighth semester transcripts must be submitted no later than one week after graduation. A request for a transcript form can also be found on the Boylan web site www.boylan.org

WORK PERMITS

Work Permits may be secured from the Guidance secretary in room 212A.

HEALTH AND SAFETY POLICIES

DEFIBRILLATORS AND FIRST AID KITS

First Aid kits are located in the following areas:

Main Office	Room 118	Room 151
Library	North Annex	Room A14
Kitchen	Boys' Locker Room	Room 141
Tennis Courts	Girls' Locker Room	Pool Complex
Science Prep Room		

Defibrillators are located in the following areas:

Main Foyer	Student Entrance	Lecture Hall Corridor
Swim Complex	Tennis Courts	Outside Auxiliary Gym

Four portable units are available in the Athletic Office.

EMERGENCY DRILL PROCEDURES

FIRE EVACUATION DRILLS

When the fire alarm sounds, students are to follow these directives:

1. Leave the building by way of the assigned exit posted in each classroom.
2. Move rapidly to designated area.
3. Turn and face the building.
4. Absolute silence must be observed.

TORNADO ALARM

When the tornado alarm sounds, students are to follow these directives:

1. Move rapidly to designated area.
2. Kneel on floor against lockers with arms over head and face.
Use jackets or sweaters to cover the face.
3. Observe silence to insure possible rerouting of students and/or further instructions.

LOCK DOWN PROCEDURES

In addition to surveillance cameras and buzzers at the school entrances, classroom-locking systems have been upgraded. Students and staff members are instructed and drills are conducted in lock down procedures.

EXEMPTION FROM PHYSICAL EDUCATION

Students who are exempted from Physical Education classes because of illness or injury must present a note from a doctor to the Main Office. The doctor's note should state to what extent activities should be limited and for how long a period. Students who are exempted for a semester are not required to make-up the course.

H.I.P.P.A. REGULATIONS

The Health Insurance and Portability & Accountability ACT (HIPAA), insures privacy protection for health information, however, the United States Department of Education FERPA regulation provides for the release of school health records without prior parent permission.

Health information may be released to "school officials" and others who have a "legitimate educational interest" including but limited to:

- Members of the school administration, Wellness Office and counseling department.
- Teachers and coaches
- Support staff who are responsible for recording, maintaining and disseminating health related information.

A "legitimate educational interest" is interpreted as any health related information that may impact any educational interest including but not limited to:

- Academic performance
- Academic accommodations
- Scheduling of classes
- Behavior patterns
- Ability to participate in physical education courses
- Ability to participate in extra curricular activities including sports

HOSPITALIZATION

Upon a student's admission to a hospital or other care unit for a stay that is expected to last more than a week, a parent should contact the Assistant Principal - Academics in the Main Office who will determine the appropriate

steps. Parents should secure a written release from the care unit and physician(s) to share information with the appropriate school representative.

The school representative will contact the educational supervisor at the hospital to explain Boylan's policy for absences and school assignments and to ascertain the types of assignments that are appropriate.

Individual class assignments will be sent to the hospital on a weekly basis only if the previous assignments have been completed and returned to the appropriate school representative.

Prior to the student's return to school, the parent should contact the school representative to determine if a conference is required

Upon the student's return to school, a letter from the attending physician must be on file summarizing the reason for the hospitalization. Additional information to help assure the student's well-being should also be included in the letter. Information about a student's medical history is held in confidence.

INSURANCE

Diocesan policy requires that parents provide "proof of adequate insurance" before students are allowed to participate in any organized sport.

The school does not carry medical insurance for injuries to students while in attendance at Boylan or while participating in a Boylan sponsored event. Supplemental student insurance is available through First Agency, Inc. Forms are available in the Main Office.

The school has enrolled students in a Catastrophic Accident Insurance Program through First Agency, Inc. This program includes an accidental death and dismemberment benefit.

MEDICATION POLICY

State law prohibits dispensing or carrying of any medication whether prescription or over-the-counter unless the following procedures are followed.

If your child is to be given any medication during school hours, please contact the school for the appropriate forms to be filled out.

1. The parents or guardian shall provide the school with the physician's orders/prescription detailing the name of the student, the type of disease or illness, name of the drug, dosage, time interval in which the medication is to be taken, the date of initiation and the date of discontinuance, the desired benefits of the medication, the side effects and an emergency number where the physician can be reached.

2. The parents or guardian shall provide to the school administrator a written request authorizing the administration of the prescribed medication at school.
3. Medication shall be brought to the school in a container appropriately labeled. The student's name and the names of the physician, pharmacy and pharmacy phone number must be on the container.
4. The school shall provide a locked space for safe storage of the medication.
5. The school administrator shall keep a written record of all drug administration. The record shall include the following information: student's name, medication, when it was given (date and time), person administering the drug, the date of initiation of drug, if and when a medication is not administered and why, and the drug discontinuance date. This information shall be placed in the student's health file.
6. If a student's medical condition requires that he/she carries medication with him/her at all times, a doctor's written script is required. Upon receipt of the prescription, a "special permission" card will be issued from the Main Office. The student must carry the card while in school.

MEDICAL NON-LIABILITY NOTIFICATION FORM

The school and its employees and agents are to incur no liability, except for willful and wanton conduct, as a result of any injury arising from the administration or self-administration of medication or use of an epinephrine auto-injector by the pupil.

Further: The parents or guardians of the pupil must sign a statement acknowledging that the school is to incur no liability, except for willful and wanton conduct, as a result of any injury arising from the self-administration of medication or the use of an epinephrine auto-injector by the pupil and that the parents or guardians must indemnify and hold harmless the school and its employees and agents against any claims, except a claim based on willful and wanton conduct, arising out of the self-administration of medication or use of an epinephrine auto-injector by the pupil. – Public Act 094-0792

No medication will be given by school personnel unless these regulations are followed.

NINTH GRADE PHYSICAL EXAMINATIONS

In compliance with Illinois state law, a physical examination must be on record before entrance into ninth grade. Transfer students must also have a physical examination on record. Records must include an update of all immunizations.

SUBSTANCE ABUSE

Boylan High school recognizes the importance of establishing a healthy learning environment and life style. We strive to assist students to become responsible members of society who recognize all behaviors possess consequences. Furthermore, to enhance the development of our students' physical, mental, emotional, psychological and spiritual well being, In cooperation with Rosecrance, Boylan has established the following substance abuse policy.

POLICY AND PROCEDURES

1. Every student at Boylan is subject to random drug testing. Refusal to comply with the policy or procedures including altering of testing may result in disciplinary action up to and including expulsion.
2. Testing will be done in a confidential manner.
3. Results of any drug testing will be shared with the student, parent(s), school administration and Wellness Office.
- 4 Boylan will pay for any random drug testing.
5. Testing may also be done if there is a "reasonable suspicion" of alcohol or drug abuse.
6. The costs of other drug testing, assessment or consequent treatment will be the responsibility of the family involved.
7. If further assessment or treatment is indicated, a "Release Form" will be required to inform school officials of the results.
8. The school at its discretion may conduct a search of lockers.
9. The school at its discretion may conduct a "sweep" of lockers and /or student automobiles with the assistance of local law enforcement agencies. Such sweeps would utilize dogs trained in the detection of illegal substances.
10. If there is reasonable suspicion of a student possessing banned or illegal substance or contraband (including but not limited to drug paraphernalia), the parent(s) will be notified and a thorough search of the student's school bag(s), locker(s), car and a hands-off search of his /her person will take place.

See the section on "Searches on School Property".

CONSEQUENCES FOR USE

1. Parental notification and conference with the administration.
2. Enrollment in and completion of a Boylan approved drug abuse program by a date determined by the administration and paid for by the family.
3. Student is subject to Boylan's Discipline Code (listed elsewhere).
4. For students involved in athletics, the Athletic Policy will be implemented in addition to the School Discipline Code provisions.
5. Students holding leadership positions in student government or co-curricular activities will be subject to suspension or removal from their position.
6. Students may be prohibited from participation in co-curricular activities.
7. Failure of a second drug test will result in probable expulsion.

POSSESSION AND/OR SALE

Students who are determined to be dealing illegal drugs or possess drugs with the intent to deliver drugs on school grounds will be suspended and presented to the Discipline Board for expulsion.

NOTIFICATION OF LAW ENFORCEMENT AGENCIES

The chief administrator of the school, or his or her designee, is required by the School Reporting of Drug Violations Act to report instances of drug violations to local law enforcement officials. The administrator shall also notify the Illinois State Police of "verified incidents involving drugs in the school."

CARE AND INTERVENTION PROCEDURES

Any student who needs support or help regarding drug/alcohol use or knows another student who may need help is encouraged to consult any counselor, teacher, coach or Wellness Office staff member. Confidentiality will be used in dealing with any problems as long as they are not life threatening or in conflict with any applicable State law.

VOLUNTARY ADMISSION OF USE

When a student voluntarily seeks help with drug or alcohol usage, the following procedures are utilized.

1. The Wellness Office will initiate procedures to determine the problem.
2. The Wellness Office staff will meet with the student. The parent(s) will also be notified.
3. If indicated, the student will be required to undergo an assessment by one of the listed providers at the parent(s)' expense.
4. A release form must be signed.
5. A report of the assessment results must be forwarded to the Wellness Office.
6. If the assessment indicates a treatment program is recommended, the student must cooperate with the program to remain in good standing.
7. The Wellness Office will continue to assist the student and parent(s) and provide follow up services to the student as recommended by the treatment program provider.
8. Students who self-report will not initially be suspended from competition or participation. Those who self-report must do so before being selected for random testing. Self-reporting does not excuse a student from a pending report or investigation of a violation of the policy. This means, for example, if a student is present at an event where alcohol or drugs are present on a weekend, and the student does not follow the directives for such occurrences but self-reports prior to a reporting of the event, the student is not excused from the published penalties. If usage of alcohol or drugs takes place after the self-report, The "Consequences for Use" provisions would be enforced.

REFERRALS TO THE WELLNESS OFFICE OR OTHER PERSONNEL

If a student is referred to the Wellness Office or other school personnel such as counselor, teacher or administrator, the following procedures are implemented.

1. The Wellness Office will initiate procedures to determine if a problem exists or the nature of the problem.
2. If it is determined there is reasonable suspicion a student may have a problem with usage, the Wellness Office will meet with the student and the parent(s) will be notified.
3. If indicated, the student will be required to undergo an assessment by one of the listed providers at the parent(s)' expense.
4. A release form must be signed.

5. A report of the assessment results must be forwarded to the Wellness Office.
6. If the assessment indicates a treatment program is recommended, the student must cooperate with the program to remain in good standing.
7. The Wellness Office will continue to assist the student and parent(s) and provide follow up services to the student as recommended by the treatment program provider.

REFUSAL TO COOPERATE

Refusal to comply with the “policy” or procedures, or any attempt to alter test samples, or alter test results may result in disciplinary action up to and including expulsion.

APPEALS

Any appeals are to be in writing to the Boylan administration.

DEFINITIONS

The Supreme Court has ruled that for school personnel, “**Reasonable Suspicion**” is action “according to the dictates of reason and common sense .” The courts have held that schools behave reasonably when their actions are based on observations by school employees or on information received from students or other credible sources.

Assessment refers to an interview with the student and his/her parents and a test or tests that measure the presence of illegal substances or their residue in a person’s body.

Treatment is a formal program conducted by an agency that is licensed by the Office of Alcoholism and Substance Abuse and accredited by the Joint Commission on Accreditation of Healthcare Organizations. An individual counselor must be a Certified Addiction Drug Counselor.

WELLNESS ASSISTANCE PROGRAM

The Boylan Wellness Assistance Program is interested in helping students remain physically, mentally, socially and spiritually well. The program sponsors in-school support groups for students who wish to share with other students of the same grade level, similar concerns that directly affect their daily lives. Students voluntarily join small groups that meet weekly for one semester. A group meets during a study hall or other arranged time. Sign up for participation in a support group takes place at the beginning of each semester in P.E. classes, through a school counselor, by recommendation of a parent or with the program coordinator.

LIBRARY/MEDIA CENTER

The library is open from 7:30 a.m. to 3:45 p.m. Monday through Friday.

Use of Library:

1. To use the library during a study hall students must be present when the bell rings. No one will be permitted to enter after the bell without a pass or admit.
2. Students who come to the library for study hall are required to stay until the end of the class period. Students coming to the library during the 20 minute study hall must have a pass.
3. Teachers may send small groups of students (5 or less) to the library for research during a class period with a pass.
4. The library is intended to be a quiet area where students can research and study. It is not meant to be an area for working together on projects during the regular study hall periods. Disruptive students will lose their library privileges.
5. Students are welcome to work together on projects before and after school in the library
6. Water bottles, cell phones, IPODS, or other electronic devices are not permitted in the library.
7. Backpacks, purses, and coats are to be left in lockers or placed in the storage unit near the main entrance to the library.

Use of Materials:

1. **Books:**
 - A. Regular circulating books are checked out for two weeks.
 - B. Reserve books may be checked out during seventh period or after school and are due BEFORE THE FIRST PERIOD THE NEXT MORNING.
 - C. Reference books marked with the letter "R" are used only in the library. A copy machine is available for copies from Reference materials at 20¢ per copy (doublesided).

2. Periodicals:

- A. Current issues of periodicals are available on the magazine rack near the circulation desk for use in the library.
- B. Back issues of periodicals may be checked out overnight

3. Videos & DVDs:

- A. Videos and DVDs are primarily used by teachers for classroom presentations.
- B. Students may check out a video or DVD overnight.

Book Fines and Penalties:

1. Regular Books:

- A. A fine of 10¢ a day will be charged on all overdue books.
- B. Students who disregard notices will be issued demerits as well as the fine.
- C. All overdue materials and fines must be taken care of before semester exams.

2. Reserve Books: A fine of \$1.00 per day is charged for an overdue reserve book.

3. Special Fine: Any student who vandalizes a book will be charged with replacement cost of the book plus a \$10.00 fine.

STUDENT ACTIVITIES

CLUBS AND STUDENT ORGANIZATIONS

Anime Club: The Boylan Anime Club discusses various types of Japanese Anime, mangas, video games, as well as the culture. Students who are interested in any of these things are welcome to come to the meetings.

Bass Fishing Club: An IHSA activity for those interested in perfecting their angling skills.

Boylan Book Club: The Boylan Book Club selects and discusses books (and movies based on books) for the enjoyment of reading. The BBC also sponsors author visits to Boylan and hosts "meet 'n greet" receptions for them and helps with the annual Book Fair that supports the Boylan Library.

Broadcasting Club: This group creates live streaming Internet coverage of Boylan events.

Debate Club: Provides and opportunity for lively discussion of current events and controversial issues.

Frassati Club: The Frassati Society is a ministry that was founded as a place for young men to encourage one another to grow in holiness and live a Christian life in the midst of the modern world. Through regular prayer meetings, praise and worship, bible studies, service projects and retreats, the students experience how to live out the Catholic faith in a practical and relevant way.

French Club: Open to students of this language to develop a richer understanding of French culture through activities and outings.

German Club: Students of the German language, as well as students interested in German culture, may participate in the club's monthly activities, including dinners and festivals.

Green Club: Promotes awareness of the resources in our environment through sponsoring projects.

Italian Club: This club has the intention of giving students the opportunity to learn about, and be engaged in, the richness of Italian culture and history. We meet once a week to explore different topics including experience Italian art, music, culinary traditions, guest speakers, Italian card games, bocce, movies, field trips, tasting/making Italian treats, and dinners at local Italian restaurants.

Key Club: Kiwanis Educating Youth is a service organization open to all. The club sponsors various projects throughout the year designed to help the less fortunate or those in need.

Math Club: The club meets prior to the regional Illinois Council of Teachers of Mathematics competition. A subsequent meeting takes place before the state level of this competition.

Mock Trial: Students interested in trial law may audition for acceptance to the Mock Trial team. The selected students meet weekly beginning in the fall to prepare an assigned criminal or civil case for presentation at competitions sponsored by the Illinois Bar Association.

National Honor Society: The National Honor Society is an organization that recognizes outstanding students in the areas of academics, character, leadership and service. To obtain and retain a charter, the membership schools must adopt and follow the National Constitution as published in the "National Honor Society Handbook". **Boylan High School follows the selection procedures described in this handbook.** The procedure is: Junior and senior students' academic records are reviewed to determine those who have a cumulative average of 3.5. Students who meet this requirement are notified and explained that for further consideration for selection to the NHS Chapter, they must complete a Student Activity Information Form. Failure to complete this form and turn it in by the assigned deadline will result in the student's name being removed from the list of those being considered for membership. Faculty members are invited to evaluate the candidates in the areas of leadership and character. When determining membership, school attendance, demerits and classroom participation will be considered as well as extracurricular activities and community involvement. According to the Constitution, students selected must be considered by the faculty to be outstanding in all areas. Membership in the N.H.S. is an honor conferred by the faculty of Boylan Catholic High School. It is not a right earned. Once inducted into the National Honor Society, students must maintain a 3.5 cumulative G.P.A. With membership in the National Honor Society comes responsibility. The Chapter is expected to choose one or more major school or community projects for the year. Each member is expected to contribute to these projects, as well as attend scheduled meetings prior to the school day. Individual members also have the responsibility to choose other areas of involvement that meet the criteria of leadership, character and service. Members who do not meet these responsibilities are asked to submit their resignation. More information may be found at www.nhs.us

Natural Helpers: This organization recognizes those in the school community who are most regularly sought out by others for listening or advice. A survey is conducted to identify those students and staff members who the student body considers to be "natural helpers". Those identified in the survey are invited to training sessions to refine communication skills.

Newspaper: The newspaper is an extra-curricular activity. Students working on the *Boylan Tribune* staff need good writing skills and an interest in journalism.

S.A.R.O. The Students Assisting Relief Organizations (S.A.R.O.) participates in activities that raise monies to help relief organizations.

Scholastic Bowl: An I.H.S.A. activity for those who love trivia and *Jeopardy*, Scholastic Bowl is open to all levels. Competition with schools within the NIC-10 and from around the state takes place from November through March.

Senior Retreat Team: Senior boys and girls are trained to assist as facilitators for the various retreats offered for Boylan and parishes.

Spanish Club: Any student of the Spanish language may participate in the culturally based activities of this club.

Student Council: The four elected officers plus class officers at each level and an elected representative for each homeroom plan and participate in activities and projects to enhance school life, raise moneys for the "Speed" McCoy Scholarship Fund and coordinate the annual adopt-a-family Christmas basket program.

Teen Impact: Open to anyone committed to sharing and supporting drug free choices. The organization plans Red Ribbon activities, Alcohol Awareness Month, Pray for the Children Prayer Breakfast, Boylan/Harlem Support a Winning Add A.Tude Campaign and attend various conferences.

Theatre/Musicals: Theatrical experiences include two stage productions each year; a drama or series of one act plays in the fall and a musical in the spring. All roles require auditions. A wide variety of technical opportunities is available for those who are interested in this aspect of theatre.

Ultimate Frisbee Club: A recreational activity for Frisbee fanatics.

Voice for the Unborn: This club promotes pro-life principles in the Boylan community and beyond through education, action, and prayer. In response to Pope John Paul II's call, we are working to help build a "culture of life."

Yearbook: The EDGE staff receives intensive experience in all aspects of the production of photojournalism. Interested students must apply for acceptance to this elective English class and provide references from three faculty members.

All club and student activities must be scheduled with the Assistant Principal in charge of Student Activities. Each individual club or organization has its own rules for running for club office.

STUDENT GOVERNMENT

Each class has advisors to help them with school functions and extracurricular activities. The following apply for running for Class Office or Student Council:

1. Student must have a minimum average of C+ (2.5) either for the previous grading period or overall cumulative G.P.A.
2. Student must not have 20 or more demerits, if running for Student Council, or 30 demerits, if running for Class Office.
3. Student must attend an orientation explaining the responsibilities.

Campaign materials must be approved by the Dean of Students and must be in good taste. Stickers are not permitted.

STUDENT LEADERSHIP

STUDENT COUNCIL OFFICERS

PRESIDENT	Austin Laue
VICE-PRESIDENT	Tim Dobrowolski
SECRETARY	Michelle Gendron
TREASURER	Julianne Cheng

SENIOR CLASS OFFICERS

PRESIDENT	Zack Wallace
VICE-PRESIDENT	Kate Barelli
AMBASSADOR	Cara McDonough
SECRETARY	Ali Gorman
TREASURER	Justin Shumaker

JUNIOR CLASS OFFICERS

PRESIDENT	Jacob Logli
VICE-PRESIDENT	Emily Knuth
SECRETARY	George St. John
TREASURER	Paul Boguszewski

SOPHOMORE CLASS OFFICERS

PRESIDENT	Matt Koscak
VICE-PRESIDENT	Brendan Smith
SECRETARY	Gabriella Calvanese
TREASURER	Colin McDonough

FRESHMAN CLASS OFFICERS

PRESIDENT
VICE-PRESIDENT
SECRETARY
TREASURER

STUDENT ATHLETICS

ATHLETIC DIRECTOR: PAUL HEITKAMP

Boys' Program:

Football	Mr. Dan Appino
Cross Country	Mrs. Linda Schmitt
Golf	Mr. Johnny Canova
Soccer	Mr. Chris Mera
Basketball	Mr. Michael Winters
Wrestling	TBA
Tennis	Mr. Steve Price
Track	Mr. Jeff Phad
Baseball	Mr. Chris Rozanski
Swimming	Mr. Brian McGuire
Bowling	Mr. Steve McGriff

Girls' Program:

Tennis	Mr. Steve Price
Cross Country	Mrs. Linda Schmitt
Volleyball	Miss Amanda Carlson
Basketball	Mr. Paul Perrone
Softball	Mr. Brad Frisch
Track	Mrs. Linda Schmitt
Soccer	Mr. Mark Cooper
Swimming	Mrs. C. Kowalski
Golf	Mrs. D. VanSistine
Bowling	TBA
Cheerleading	Mrs. Jeannine Ferger
Dance Team	Miss Kyra Davies

ATHLETIC PROGRAMS

Boylan offers a fine competitive athletic program. This program affords the student an opportunity to visibly represent the school in a special way. This privilege carries added personal responsibilities with regard to academics, the discipline code and adherence to training rules. All teams are single gender.

For more details regarding the athletic program (including the Athletic Handbook), please refer to the school web site, www.boylan.org

Each student participating in sports must be covered by insurance and have the written consent of his/her parents to participate in any sport. **PROOF OF INSURANCE IS REQUIRED.**

A student is ineligible to participate in athletics the following week if not doing passing work in at least 20 hours of high school work. (Hours of high school work are interpreted to mean class periods). A student is ineligible for the whole semester if the student did not get passing grades in at least 20 hours of transferable high school work the semester before.

IHSA regulations state that students are ineligible to participate in athletics at Boylan if they were participating in athletics at a public high school within the last calendar year

(twelve full months). This rule does not apply if the student has recently moved into the Boylan school district from another district. The student must comply with all IHSA regulations listed at the back of the handbook. All students participating in athletic programs are required to sign a pledge sheet agreeing to abide by Boylan's training rules.

ATHLETIC CODE OF CONDUCT

The use of drugs or alcohol will result in the following actions:

- 1st Offense: Participating season: Suspension for one-third of the scheduled contests during the season and probation for the remainder of the school year. The athlete may be required to attend practice during the suspension.
- 1st Offense: Non-participating season: Student will be placed on probation for the remainder of the school year.
- 2nd Offense: A second offense, whether during a participating season or non-participating season, will result in the exclusion of the student from all sports for the remainder of the school year.

The use of any tobacco products will result in the following actions:

- 1st Offense: Participating season: Suspension for one-tenth of the scheduled contests during the season and probation for the remainder of the school year. The athlete may be required to attend practice during the suspension.
- 1st Offense: Non-participating season: Student will be placed on probation for the remainder of the school year.
- 2nd Offense: A second offense, whether during a participating season or non-participating season, will result in a suspension for one-third of contests in the sport they are participating in or will participate in.
- 3rd Offense: A third offense, whether during a participating season or non-participating season, will result in the exclusion of the student from all sports for the remainder of the school year.

If student is in attendance at a party where illegal activities are occurring, the student will be considered an active participant if he/she fails to leave the party.

Any team captain suspended for violating the Code of Conduct rules will no longer be eligible to serve as captain.

NCAA ELIGIBILITY-- CORE COURSES

According to the NCAA Initial Eligibility Clearinghouse, the classes listed below have been approved as CORE courses which satisfy the academic standards of NCAA Bylaw 14.3, also known as "Prop 48".

ENGLISH:

English 1	English 2	English 3
Popular Fiction	Senior Composition	Modern World Literature
Literary Themes	British Literature 1	AP Literature/Comp.
Creative Writing	British Literature 2	AP Language/Comp.

SOCIAL SCIENCE:

World History	U. S. History	Government
Contemporary Issues	Psychology	AP Psychology
World Geography	AP U.S. History	AP European History
AP Government		

MATHEMATICS:

Algebra I	Algebra 2	Algebra 2 with Trig
Geometry	AP Calculus I	AP Calculus 2
Math Topics	Pre-Calculus	Fundamental Algebra 1A
College Algebra with Trig.	Finite Math.	Fundamental Algebra 1B

NATURAL/PHYSICAL SCIENCE:

Biology	Chemistry	Environmental Studies
Physics 1	AP Physics	Botany/Zoology
Earth Science	Earth Space Science	Integrated Science
A.P. Chemistry	Human Physiology & Anatomy	
Physics First		

ADDITIONAL CORE COURSES:

Spanish 1, 2, 3, 4	AP Spanish 5
French 1, 2, 3, 4	AP French 5
German 1, 2, 3, 4	AP German 5

Please note that while this list reflects courses that have been approved by the NCAA, Boylan may not offer all of the above selections each year due to inadequate class sizes or curriculum changes. However, Boylan expects deviations from this master list to be minor or nonexistent on a year in year out basis. While Boylan makes every effort to be accurate in the listing of approved courses, the final determination is made by the NCAA.

NON-EVALUATED COURSES:

The following courses are currently under review by the NCAA at time of publication:

Science Topics	Senior Math Concepts
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NON-APPROVED COURSES:

The NCAA has determined that the following core courses do not meet the Division 1 eligibility standards:

Development of Dramatic Arts	Yearbook 1,2,3	Math Skills w/Algebra Prep
Algebra Essentials	Geometry Essentials	Library Internship
MultiMedia Production	Introduction to Debate	
Communication in the 21 st Century		

These standards have undergone changes at the Division 1 Level and are being evaluated at the Division 2 Level. Because Division 3 Level schools cannot offer athletic scholarships, such standards do not apply when these colleges determine athletic eligibility.

At the Division I and Division 2 levels, athletes must:

1. Take a minimum number of **16** “Core” courses during their high school enrollment **and**
2. Achieve a minimum cumulative GPA of 2.0 in core courses with an ACT combined score of 86 (composite score of 23).
NOTE: The GPA/ACT standard is based upon a sliding scale index.
Example: students with a cumulative core GPA of 3.0 must have a minimum combined ACT score of 52 (composite score of 13).

The NCAA Initial-Eligibility Clearinghouse considers all academic courses offered by Boylan’s English, Social Science, Math, Science and Foreign Language departments to be core courses with the exceptions as noted above. A listing of core courses can be found at the web site www.ncaaclearinghouse.net

By discipline, the required minimum number of core courses is:

English	4 units
Social Studies	2 units
Math	3 units
Science	2 units
Additional Math, English, Science	1 unit
Additional core or foreign language	4 units
Total Core Courses	16 units

One unit = one year

Students should also consult the Boylan Curriculum Guide for additional information about graduation requirements, career preparation and college entrance requirements. A detailed list of changes is available at the following web site of www.ncaa.org, click on “Custom Home Pages” and pull down the menu to “Prospect/Parent” page.